

Training and Development Programme 2017/2018

Be an Effective Communicator

Tuesday 21 November - 09:00 - 12:00

- What makes a good communicator?
- Rights and responsibilities of communicators
- Communicate assertively
- Body language and confidence

Managing Priorities and Pressure

Wednesday 20 December - 09:00 - 12:00

- Consideration of current prioritisation skills and where improvements might be made
- Managing distractions/the myth of multitasking
- Using time effectively in meetings/effective management of emails
- Managing pressure/well-being at work
- Work/life integration

Understanding the Management Role

Thursday 25 January - 09:00 - 12:00

- The role of the manager
- Principles of effective management
- Management styles
- Communications: 'we are always communicating'

Managing Performance

Tuesday 27 February - 09:00 - 12:00

- The Performance Management Cycle
- Aligning with organisational values and goals
- The Appraisal/Review Meeting
- Giving and receiving feedback

Effective Team Work

Thursday 15 March - 09:00 - 12:00

- What makes a good team player?
- What effective teams do
- What role do you play in your team(s)?
- Building trust/getting to know your colleagues

About the Workshops

This is a series of 5 workshops aimed at aspiring managers and/or people with some management experience, especially in small to medium enterprises.

Each workshop will focus on recognising and developing the key attributes associated with each topic alongside gaining a clear understanding of strategies for success.

All workshops will allow for opportunities to share experiences and identify good practice in order to achieve an enhanced level of performance in the workplace.

About the Tutor

The tutor for all workshops is Peter Le Cheminant. After many years in a high-profile leadership position, Peter left his post in August 2014 and since then has taken up a second career working as a learning and development consultant, mainly in the local finance sector. He also delivers courses on management and professional development accredited by the Institute of Leadership and Management as an Associate Tutor for The Learning Company.

Peter also has a professional qualification in Executive Coaching from the university of the West of England and he can provide additional coaching for individuals if requested.

Cost

These workshops can be booked individually, depending on your requirements, or can be taken as the whole programme. The cost for the programme is **£200.00 per delegate**, or, if booking workshops individually, **£50.00 per delegate**, per workshop.

To book, please contact Vanessa on 727793 or email ness@lescotils.com.

