

NEW for 2022
Management Development
Open Workshops

Workshop	Learning Outcomes	Date	Time
WORKSHOP 1: Understanding Leadership & Management	<ul style="list-style-type: none"> The difference between leadership & management Different leadership styles Models of leadership & management Adapting your style to fit different situations at work 	Wednesday 27 th April	13:00 – 17:00
WORKSHOP 2: Leading and motivating a team effectively	<ul style="list-style-type: none"> Understand the importance of vision and strategy Know how to communicate the organisation's vision and strategy to the team Explore motivational theories Learn techniques on how to motivate and support teams and individuals 	Tuesday 24 th May	13:00 – 17:00
WORKSHOP 3: Performance Management	<ul style="list-style-type: none"> Understanding the performance management framework and the managers role within it Understand the value of assessing performance Know how to manage performance Giving feedback to develop performance in others Know how to manage underperformance in the workplace 	Thursday 23 rd June	13:00 – 17:00
WORKSHOP 4: Problem Solving & Decision Making	<ul style="list-style-type: none"> Introduction and application of a six-stage problem solving process Define your problem effectively using SMART Practice a range of root cause analysis tools Explore decision matrix models Creating implementation plans 	Thursday 21 st July	13:00 – 17:00

Workshop	Learning Outcomes	Date	Time
WORKSHOP 5: Training and coaching in the workplace	Knowing how people learn Understand how to plan & provide training appropriate to learning preferences Introduction to a Job Instruction model Identifying coaching needs Develop a plan to coach Using a coaching model to improve performance of others	Tuesday 13 th September	13.00 – 17:00
WORKSHOP 6: Management communication (5 hour session)	Understand the importance of effective communication in management Be able to develop effective communication skills as a reflective manager Consideration of tone, formality, and language in management communication Assessment of your own written and verbal communication Creating a personal development plan	Wednesday 12 th October	09:00 – 14:00
Workshop 7: Conflict Management at work	Know how to identify the stages of conflict Know how to identify the causes of conflict Explore different strategies to manage conflict Apply a range of assertiveness tools to deal with conflict effectively	Wednesday 16 th November	13.00 – 17:00
Workshop 8: Recruitment & Selection	Explain how to conduct a job analysis Prepare a person specification and job description Prepare for an interview State how to make recruitment and selection decisions Explain a technique that can be used in an interview	Tuesday 6 th December	09:00 – 13:00