

You will learn how to implement **4** key things from each of these interactive **one day** programmes.

Influence others including your boss Use influencing skills on others, influence your boss, build on others ideas and influence teams	Handle priorities, pressure and workload Understand your responsibilities to deliver, fix priorities with others, manage pressure and deliver what is promised
Build relationships with other departments Improve relationships with others, understand what others do, share expertise and get others to seek your views out	Work better with others, including difficult people Communicate your needs, understand others views, manage difficult situations and reduce any conflict
Make successful presentations with confidence Present with confidence to others, know your audience, know what to present & know how to handle questions	Build your own confidence to work with others Put your behaviours and style to good effect, know what impact you have on others, be confident with others and your boss
Contribute more and be heard in team or group meetings Contribute your views, understand what others are thinking, know what team dynamics are and take on responsibility for issues	Facilitate discussions with other groups or colleagues Facilitate meetings, suggest ideas for facilitation, understand others views and ideas, get asked to facilitate

Managing & leading others can be hard work. Make your life a bit easier.....

Learn how to.....

You will learn how to implement **4** key things from each of these interactive **one or two day** programmes

Influence teams and other areas – 2 days Use trusted influencing skills on others, influence other areas, build on others ideas and influence teams	Coach better performance from others – 1 day Manage performance issues, share expertise, develop others and move responsibility and ownership onto others
Handle change and more change – 2 days Implement a change plan, understand how others feel, communicate through change, manage difficult situations	Assess talent and new recruits – 1 day Assess others using behaviours, put a talent plan in place, make better judgements about others and have a better selection process in place
Build my leadership style – 2 days Understand what makes me tick, understands the needs of leadership, know what leadership is about & know how to lead others	Build creativity & innovation in your team – 1 day Generate ideas, get team members to generate more, implement suggestions and ideas and facilitate alternatives
Lead others effectively – 2 days Trust others to deliver, manage the future, inspire others to achieve and communicate leadership to others	Handle difficult situations – 1 day Know how to manage redundancies or organisational changes, handle bad news, manage motivation and morale effectively

How to get the best out of these programmes.....

These programmes are designed to run within your organisation to meet your needs.

In this day and age, flexibility is important to help support your peoples' needs. So.....

For groups, teams or people from different parts of the organisation	For individuals or just two people
For any of the one or two day programmes to be successful, we suggest a minimum of 3 delegates to a maximum of 8.	For individuals who need development or support in any of these one or two day programmes, coaching provision on a one to one basis can be provided to individuals or up to two people.
Programmes for groups can be customised around themes, changes, projects, organisational changes or departmental needs. Talk to agree your needs	Programmes for individuals can be flexibly split in to half day coaching sessions. So a two day programme could be four half day coaching sessions, a one day session can be two half day sessions
Programmes can support different needs from different programmes. So leadership could be combined with Influencing skills. Talk to agree your needs	Programmes for individuals or for two people can also include summary meetings with managers or team leaders to discuss outcomes and development actions

Additionally we will be very happy to manage as much of the internal administration of managing people onto the programmes.