

Managing and Motivating People (Bespoke)

Overview

A two day workshop designed to equip delegates to create a work environment fit for future growth through learning how to manage themselves and others effectively. Designed to be personally challenging, it will also introduce some tools that can be used to inspire and develop high performing teams and manage change.

The workshop will include the Myers-Briggs Type Indicator (MBTI) personality questionnaire, which can be completed prior to the event. The results will be used to help individuals understand their natural strengths and appreciate the differences they experience when working with others, internally and externally. The MBTI is commonly used to support individual and team development so is an ideal starting point.

Workshop outcomes

Through taking part in this workshop, it is anticipated that delegates will:

- Generate increased self-awareness to drive their personal development.
- Know how to build successful, productive working relationships with internal and external customers and clients.
- Be able to plan, prioritise and organise self to meet important deadlines and get things done.
- Learn to respect their time and that of others!
- Explore the key skills of performance management and understand how to give timely and supportive feedback.
- Understand what happens when change happens and how to manage the process and the people.
- Produce a personal development plan and contribute to a team action plan.

Approach

Delivered in a relaxed and informal way, the event will combine trainer input and group activities so will be highly participative, fun and encourage the direct transfer of learning to the workplace. It will introduce personal development tools to encourage ongoing learning and development. Each delegate will receive a folder of learning materials covering topics included in the workshop and a list of additional sources of information.

Delegates will produce a personal action plan to transfer learning to the workplace and be encouraged to identify development activities for the team to support effective future growth.

Attached is an outline programme for the two days which can be adapted further to meet specific needs.

Day One		
Time	Topic	Activity
Introduction	Introductions, learning outcomes and issue of materials.	Trainer led
Morning session	<u>Personal and team challenge</u> What do I know about me and how accurate is it? What are my natural strengths and key areas for development? How can I use my self-awareness to work more effectively with others?	Results from the MBTI to identify individual and team 'type'. Individual and group activities.
Lunch		
Afternoon session	<u>Personal organisation</u> How do I spend my time and how can I deal with time bandits? Do I have urgency addiction or can I plan and prioritise tasks to get important things done in time? Organisation policies, procedures, structure and culture - what helps and hinders time management?	Individual and group activities
Homework	<u>Personal SWOT</u> Drawing on personal learning today and previously, list strengths and weaknesses and identify potential opportunities and threats	Individual activity

Day Two		
Time	Topic	Activity
Introduction	Summary of key learning from yesterday and lead into second day outcomes.	Trainer led.
Morning session	<u>Managing performance</u> Inspire and boost performance so people know what is expected and understand how they will be supported to achieve it. What to do when things go wrong and performance drops. Case study to highlight how to lead and motivate individuals and the team to achieve top results!	Trainer input. Case study and group activities.
Lunch		
Afternoon session	<u>Managing change</u> How many different types of change are there? How do I respond to change? How can we plan and manage change better in the future?	Trainer input. Individual and group activities.
Sharing learning	Individual and team actions Sharing individual learning and how it will be applied. Time for team talking and planning. What next?	Individual and group activities.