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A man in a grey blazer and blue shirt is standing and pointing at a whiteboard with a marker. He is smiling and looking towards the camera. In the foreground, two other people, a man with a beard and a woman, are sitting at a desk, looking towards the whiteboard. The background is a bright, modern office setting.

learning that matters

Example Leadership Proposal

Proposed Solution

In an increasingly complex world, the ability of your staff to lead, support and communicate effectively is more important than ever before. Our leadership development training focuses on increasing the self-awareness of participants in order to understand and build further on their natural strengths as leaders, but also to give them the confidence to identify and address areas of improvement.



One day workshop

Your Personal Leadership Style

A one day workshop which will focus on defining the natural leadership style of each member of the cohort, highlighting their natural strengths as well as potential areas of development.

- The distinction between leadership and management – responsibilities and characteristics
- Defining your leadership style – DISC profiling
- Recognise your own leadership style
- Recognising when and how to adapt your leadership style to be more effective
- Recognising and understanding how your behaviour impacts upon others
- Taking a proactive approach to leadership
- Develop a personal SWOT analysis

The personal SWOT analysis would act as a starting point in defining the specific challenges/ assignments that each member of the cohort will be set between each session, based on areas of improvement that they have identified that are specific to them. At the beginning of each of the following sessions, time can be spent discussing the progress they have made in undertaking these challenges/assignments, and any conclusions that they may have come to in terms of their own future development. After this initial session, the follow up sessions to build on this are as follows;

For training such as this, we would recommend that cohorts of individuals are identified who would then take this leadership development journey together, simultaneously developing their own emotional intelligence while building closer, mutually beneficial working relationships with their colleagues. We would recommend cohorts no larger than 8-12 people at a time for these workshops to be as effective as possible, to allow ample opportunities for conversation, debate and reflection.

Between each session, members of the cohort will agree development assignments with the facilitator, to put into practice what they have learnt during the session, which could then be discussed further at the next session. In the development of the workshop materials, we would work closely with your organisation to ensure that the material is aligned with your working culture and strategic aims, and compliments any existing training interventions that your organisation already offers.



Half day workshop

Delegation & Decision Making Skills

A half day workshop which focuses on identifying and developing the behaviours required of leaders in order to build and maintain high performance teams, in this case how to delegate effectively and improve their decision-making abilities.

- What prevents effective delegation?
- Why do people fear delegating tasks?
- The benefits of effective delegation – developing the capabilities and confidence of your team
- Delegation and motivation – delegation as a means of incentivising your team
- When and how to delegate effectively
- Prioritising activities – urgency vs importance
- Assertiveness – managing your time and saying 'no'



One day workshop

Supporting Development: Motivation & Performance Management

A one day workshop which focuses on identifying and developing the behaviours required of leaders in order to build and maintain high performance teams, in this instance providing the cohort with the confidence, skills and techniques to have productive and fruitful performance management conversations with their staff, whether managing employees who are under-performing, or high performers.

- What are people motivated/incentivised by?
- What conditions need to be met for staff to be motivated?
- Our fears – why might we find performance management conversations challenging?
- Preparing for and approaching a performance management conversation
- Emotional intelligence – reflecting upon and use 'core' interpersonal skills more effectively
- Identifying where performance in team members requires further support and development
- Providing feedback to team members in a constructive and motivating manner
- Identifying opportunities to coach your staff and use effective coaching methods (active listening, questioning techniques, body language, and voice tone)
- Using a 'Learning Conversation' to improve performance



Half day workshop

Courageous Conversations

A half day workshop which will provide the cohort with the confidence, skills and techniques to tackle difficult conversations in the workplace with creative partners and colleagues.

This workshop makes use of professional actors to act out scenarios familiar to the cohort, thereby providing tangible examples of how difficult conversations may be handled effectively.

- Our fears – why do we find difficult conversations challenging?
- Boosting your self-confidence and self esteem
- Disarming anger if things get heated
- Increase your own personal effectiveness using a variety of influencing techniques
- Make every contact with other staff a 'quality' one which enhances relationships and improves the working climate
- Distinguish between assertive, passive, and aggressive behaviour
- Reflect upon and use 'core' interpersonal skills more effectively

Further learning support materials

To support further learning, we can offer micro-learning modules that course attendees can access in their own time, complimenting but addressing different topics to existing training interventions, for example:

- **Working Smarter (Time Management)**
- **Building Resilience in Yourself and Others**
- **Running Virtual Meetings**

In addition to this, to embed what has been learnt by each cohort as they pass through the training programme, we are able to develop additional training materials to sit alongside the training sessions themselves, for example;

- **Short video summaries of each session**, accessible via your Virtual Learning Environment (VLE)
- **Digital learning**, make the most of your training package - our eLearning contains games, videos, quizzes and more
- **Posting slide packs, notes and exercise details** for each session on the VLE that each individual could access once they have attended each session
- **Recording 'podcast' content** – a monologue or conversation summarising the topics discussed in each session that can be downloaded and listened to by staff in future

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If you'd like to know more, call us for a free consultation today on
0800 018 5597

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Quanta Training Ltd | 8-10 The Moors | Worcester | WR1 3EE

Tel: 0800 018 5597 | Fax: 01905 619636

quanta.co.uk