
Our half-day and one day development sessions can be delivered face-to-face or online to support the personal and professional development of your teams.

Subjects include:

- Managing and motivating a hybrid team
- Building your wellbeing and resilience
- Assertive communication and influence in business
- Managing stress and anxiety effectively
- Mental health awareness to support effective line management
- Managing difficult conversations to achieve successful outcomes
- Managing under-performance to get to the win-win
- Understanding personality types to build effective relationships
- Developing and sustaining a positive mindset for business
- Managing your team to keep yourself and them well
- Implementing effective performance management to build productivity
- Developing and embedding effective workforce wellbeing cultures

Session Summaries

Managing and Motivating a Hybrid Team

Are you struggling to manage and motivate your team across hybrid working arrangements? Are you finding it difficult to track the progress of work and manage the performance and behaviour of the team? By defining expectations clearly, you can effectively manage workload and your people to support the strength and resilience of your business. This session will help you to:

- Define expectations of workload, performance and behaviour
- Manage workload and track progress effectively
- Communicate with and engage your team to build a motivated workforce
- Manage performance and behaviour across hybrid working arrangements
- Motivate people to achieve and support each other

Building your Wellbeing and Resilience

Has the pandemic made you think more consciously about your health, wellbeing and resilience? Would you like some help to identify and embed changes? By keeping yourself well, you can navigate personal and professional challenges effectively, communicate assertively and role model great behaviours to the people around you. This session can help you to build effective wellbeing behaviours into your day and develop your resilience to support you through the difficult times.

We'll talk about:

- Your wellbeing before and during the pandemic
- Finding five ways to your wellbeing
- The benefits of a cycle of wellbeing
- Managing social anxiety to build confidence
- Building personal and professional resilience

Assertive Communication and Influence in Business

Do you sometimes walk away from conversations thinking "I didn't get what I wanted from that" or "I don't think that's gonna happen!" if you ask someone to do something? Do you struggle to make yourself heard, particularly if you're among confident and louder voices? Assertive communication and influence aren't about who can shout the loudest. There are quieter, effective ways in which you can communicate to make yourself heard, manage people and influence your future success.

In this session, we'll talk about:

- Assertive language and behaviour
- Making yourself heard
- The language, body language and behaviours of influence
- How to say 'no' nicely
- Tackling self-doubt to communicate with confidence
- Communicating to influence your day-to-day business

Managing Stress and Anxiety Effectively

Do you find that sometimes you can cope with things but at other times you struggle to manage your stress and anxiety? Do you sabotage your own progress but you're not sure why? By understanding your stress and anxiety, you can feel more relaxed, comfortable and confident about navigating the post-covid world.

In this session we'll talk about:

- The effects of stress and potential impact on your wellbeing
- Your stress tolerance and how can it change
- Managing stress and anxiety – a ten-point plan
- How to stop self-sabotage behaviours
- Managing your personal and professional post-covid stress and anxiety

Mental Health Awareness to Support Effective Line Management

Are you reluctant to get into conversations about stress, anxiety and mental health difficulties because you're worried that it might open a can of worms and you won't know how to help and offer support? Would you like to increase your general awareness of mental health conditions to help you feel more confident to tackle those conversations? This session will support Line Managers and Team Leaders to deliver effective and compassionate mental health support to their teams.

We'll talk about:

- Defining mental health
- Potential causes of mental health difficulties
- Perceptions of mental health difficulties
- Asking for help
- Barriers to accessing support – stigma and stereotypes
- Introducing the conversation and sign-posting people to support

Managing Difficult Conversations to Achieve Successful Outcomes

Are you reluctant to tackle difficult conversations with your team? Do you feel intimidated if the conversation escalates and then struggle to put your point across? It can be tempting to avoid them, but the strength and resilience of your business will be affected if you don't tackle those conversations as issues occur. This session will help you to feel more confident, and less daunted to address issues which can impact on the success of your business.

We'll talk about:

- Defining expectations of performance, behaviour and attendance
- Managing the conversation effectively
- Managing escalating behaviours to achieve the win-win
- Support to help people find their own solutions

Managing Under-performance to Get to the Win-Win

Do you find managing under-performance challenging and so usually avoid it until there's no other way forward? Do you let issues escalate hoping they'll magically resolve themselves? While managing performance, behaviour and attendance issues can be difficult, they'll usually only get worse if you don't act. This session can help you to address performance issues confidently, assertively and effectively to support the success of your business.

In the session we'll talk about:

- The value of a consistent approach
- A balance between developmental and positive feedback
- Challenging conversations – prepare, engage and follow up
- Language, body language and tone to support success
- Monitoring progress to secure effective outcomes

Understanding Personality Types to Build Effective Relationships

Do you like the people you work with but sometimes feel frustrated by how they communicate and manage their work? Are you put under pressure to communicate and behave in ways which don't feel comfortable for your personality type? By raising your awareness of your own personality type and those of the people you work with, you can recognise your strengths, communicate effectively and develop effective working relationships to support the success of your business.

In this session we'll talk about:

- Valuing the differences between us
- Introversions and extroversions, thinking and feeling
- Recognising your strengths as well as other people's
- What a bad day can look like
- Building the strength of your team

Developing and Sustaining a Positive Mindset for Business

Has working through and surviving the pandemic taken its toll on you, as you've kept your business afloat and now work towards its recovery and future development? Do you feel like you're struggling to find the energy to build the momentum of the business towards its continued success? Running a business, line managing teams and being self-employed can be challenging. This session will help you to find ways to support your wellbeing and positivity, while acknowledging the bad days, to support the future success of your business.

We'll talk about:

- Developing a positive mindset to support the strength and resilience of your business
- The impact of your mindset on other people
- Re-connecting with your strengths
- Personal, team and organisational resilience
- Managing effectively through change to sustain positivity and business performance

Managing your Team to Keep Yourself and Them Well

Are you managing to get your work/life balance right or are the running and future development of your business taking over a bit more than you'd like? It can be very hard to achieve the perfect balance for you, your people and your business. There'll always be too much to do. This session will help you to think about how you prioritise decisions to keep yourself, your team and your business well.

We'll talk about:

- Achieving a work-life balance to support your wellbeing
- Managing your time assertively and effectively
- Communication, engagement and psychological safety to support the wellbeing of your people and your business
- Assertive and effective self-care for them and you

Implementing Effective Performance Management to Build Productivity

Would you like to manage the performance and behaviour of your teams assertively and effectively to build productivity and support the future success of your business? Do you want to develop performance management processes but you're not sure where to start? This session will help you to define clear expectations and goals, to recognise and reward great work and support areas for improvement effectively to increase the strength and resilience of your business.

We'll talk about:

- Defining expectations of performance and behaviour
- Aligning objectives to organisational goals
- Developing performance objectives to achieve tangible outcomes
- Managing performance management conversations effectively

Developing and Embedding Effective Workforce Wellbeing Cultures

Are your workforce well? Do they know if they're performing well in their roles and can access support if they need it? The wellbeing of your people will support the strength and resilience of your business. This session will help you develop and embed a workforce wellbeing culture which supports a dynamic, effective and productive workforce who'll work to secure your future business success.

We'll talk about:

- Workforce wellbeing in your organisation
- The impact of engaged and dis-engaged staff on your business
- Setting expectations to develop an effective wellbeing culture
- Role model behaviours
- Health and wellbeing initiatives to engage and motivate your people