

Professional Personal Development Programme- Two Days

Transform the Professional Effectiveness of Your Workforce

Who should attend this workshop:

- **Managers, Directors and Team Leaders who want to help their staff become more professionally effective at work**
- **Staff who aspire to improve their performance and success rate for promotion opportunities at work**
- **Staff who feel they have come on stuck in their career and are in need of support to help them learn skills to improve their career progression**
- **Staff who aspire to become a Manager, Team Leader and Director and need to build their confidence to apply and secure such positions.**

Overview

Improving the performance of staff can be one of the challenges facing any Directors, Managers and Team Leaders in the workplace. Helping your staff to learn how to develop and maximise their technical competencies with complimentary soft skills is very often the solutions to boost staff productivity and performance in the workplace. This Professional and Personal Development Programme is designed to help participants learn skills and strategies to:

- Develop self confidence to take on more responsibilities and improve career progression
- Improve staff motivation and commitment
- Improve success rate with opportunities for promotion and make the best of ones technical know-how

The programme focuses on:

- Getting participants to self diagnose their current career status and identify skill gaps that may need improvement to achieve their desired professional goals.
- Creating the environment for staff to confidently and safely develop and take control for their personal development, as well as proactively implement the plan of action thereafter.

- Training and coaching participants on strategies to build a healthy self esteem and confidence, as well as develop assertiveness and time management skills
- Training and coaching participants on the different options available to learn new skills required to achieve their professional goals.
- Reviewing real case studies pertinent to the participants so that lessons can be learnt and transferred seamlessly to the workplace after the workshop.

Methodology

This programme is a blend between workshop and group coaching. The first day is focussed around covering different self improvement concepts and learning new strategies and tools for overcoming professional and personal barriers. The second day is focused on implementing the strategies and tools learnt in the first day to tackle specific challenges facing participants before they attended the programme. For participants to get the best out of the programme, they will be requested to complete a pre-course questionnaire during which they will provide details of any specific issues they are faced with so that they can be incorporated within the case studies covered on the second day. The information provided will be treated as confidential and individuals will not be named as part of the case study.

This is a two days workshop

Fee: £850 plus VAT

In house - No more than 10 staff £4500 plus VAT