

# Development Programmes

Easily create high-impact modular programmes by combining some of our most popular 90-minute sessions.



**FAST-MOVING AND INTERACTIVE**  
Each programme provides highly effective broad based training and cuts quickly to the core of a topic to deliver focused learning and retention.

**SKILFULLY DELIVERED**  
Using powerful accelerated learning principles we provide participants with maximum returns for a minimal investment of time.

**EXPERTLY DESIGNED**  
Each programme is relevant, dynamic and hugely practical in delivery. The emphasis is firmly placed on the transfer of learning to where it really counts – back in the workplace.

**ACTION CENTRED**  
The themed programme modules conclude with a 'personal commitment to action' (PCA) session where participants reflect on the day and define the specific actions they commit to take before the next module.

**LEARNING TOOLKIT**  
Personalised "toolkit" folders are provided to support and reinforce the learning from each 90-minute session. As the programmes unfold, this toolkit resource develops into a valuable source of information – packed with practical tips, tools and techniques.

PERSONAL EFFECTIVENESS PROGRAMME				
PROGRAMME SCHEDULE	SESSION 1	SESSION 2	SESSION 3	REVIEW & ACTIONS
<b>MODULE THEMES</b>	<b>09.30 - 11.00</b>	<b>11.30 - 13.00</b>	<b>14.00 - 15.30</b>	<b>15.45 - 16.30</b>
<b>DAY 1 PERSONAL DEVELOPMENT</b>	Develop Yourself	Identify your Strengths	Building Self-Confidence	Review & Actions
<b>DAY 2 WORKING WITH OTHERS</b>	Effective Teamwork Skills	Communication	Handling Conflict	Review & Actions
<b>DAY 3 MAKING A DIFFERENCE</b>	Personal Impact	Assertiveness	Creative Thinking	Review & Actions
<b>DAY 4 ACHIEVING RESULTS</b>	Time Management	Coping with Change	Handle your Stress	Review & Actions
<b>DAY 5 POSITIVE RELATIONSHIPS</b>	Managing Upwards	Building Positive Relationships	Dealing with 'Difficult' People	Review & Actions

THE NEW MANAGER PROGRAMME				
PROGRAMME SCHEDULE	SESSION 1	SESSION 2	SESSION 3	REVIEW & ACTIONS
<b>MODULE THEMES</b>	<b>09.30 - 11.00</b>	<b>11.30 - 13.00</b>	<b>14.00 - 15.30</b>	<b>15.45 - 16.30</b>
<b>DAY 1 MANAGE</b>	Introduction to Management	The 3 Secrets of Management	Developing Management Style	Review & Actions
<b>DAY 2 MOTIVATE</b>	Motivating Others	Managing Performance	Coaching	Review & Actions
<b>DAY 3 INFLUENCE</b>	Influencing	Interpersonal Skills	Feedback	Review & Actions
<b>DAY 4 ORGANISE</b>	Planning & Organising	Problem Solving	Decision Making	Review & Actions
<b>DAY 5 EFFECTIVE</b>	Get It Done!	Delegation	Monkey Management	Review & Actions

MANAGEMENT SKILLS PROGRAMME				
PROGRAMME SCHEDULE	SESSION 1	SESSION 2	SESSION 3	REVIEW & ACTIONS
<b>MODULE THEMES</b>	<b>09.30 - 11.00</b>	<b>11.30 - 13.00</b>	<b>14.00 - 15.30</b>	<b>15.45 - 16.30</b>
<b>DAY 1 MANAGING PEOPLE</b>	Assess your Management Skills	Leadership	Managing People	Review & Actions
<b>DAY 2 MANAGING PERFORMANCE</b>	Appraisal Skills	Managing Performance	Delegation	Review & Actions
<b>DAY 3 MANAGING COMMUNICATION</b>	Building Positive Relationships	Interpersonal Skills	Managing Meetings	Review & Actions
<b>DAY 4 MANAGING DEVELOPMENT</b>	Developing your People	Coaching	Feedback	Review & Actions
<b>DAY 5 MANAGING TEAMS</b>	How Effective is your Team?	Building your Team	Team Briefing	Review & Actions
<b>DAY 6 MANAGING YOURSELF</b>	The Organised Manager	Monkey Management	Planning & Organising	Review & Actions

LEADERSHIP DEVELOPMENT PROGRAMME				
PROGRAMME SCHEDULE	SESSION 1	SESSION 2	SESSION 3	REVIEW & ACTIONS
<b>MODULE THEMES</b>	<b>09.30 - 11.00</b>	<b>11.30 - 13.00</b>	<b>14.00 - 15.30</b>	<b>15.45 - 16.30</b>
<b>DAY 1 LEADERSHIP</b>	Leadership	The Engaging Manager	Personal Effectiveness	Review & Actions
<b>DAY 2 LEADING FOR RESULTS</b>	Strategic Thinking	Setting Goals & Objectives	Decision Making	Review & Actions
<b>DAY 3 LEADING CHANGE</b>	Managing Change	Personal Accountability	Managing Projects	Review & Actions
<b>DAY 4 LEADING TEAMS</b>	Motivating Others	Leading a Remote Team	Mentoring	Review & Actions
<b>DAY 5 POWERFUL COMMUNICATION</b>	Emotional Intelligence	Powerful Persuasion	Challenging Conversations	Review & Actions
<b>DAY 6 LEADERSHIP DEVELOPMENT</b>	Accelerate your Learning	Developing Resilience	Brand 'YOU'	Review & Actions

PROFESSIONAL MANAGER PROGRAMME				
PROGRAMME SCHEDULE	SESSION 1	SESSION 2	SESSION 3	REVIEW & ACTIONS
<b>MODULE THEMES</b>	<b>09.30 - 11.00</b>	<b>11.30 - 13.00</b>	<b>14.00 - 15.30</b>	<b>15.45 - 16.30</b>
<b>DAY 1 STRATEGY</b>	Strategic Thinking	Business Planning Tools	Setting Goals & Objectives	Review & Actions
<b>DAY 2 PROJECTS</b>	Managing Projects	Managing Risk	Stakeholder Management	Review & Actions
<b>DAY 3 CHANGE</b>	The 80/20 Principle	Managing Change	Problem Solving	Review & Actions
<b>DAY 4 FINANCE</b>	Shareholders & Managers	Business Finance & You	Understanding Accounts - 1	Review & Actions
<b>DAY 5 FINANCE</b>	Understanding Accounts - 2	Understanding Business Costs	Capital Investment Decisions	Review & Actions
<b>DAY 6 COMMERCIAL AWARENESS</b>	Business Simulation			Review & Actions

Sessions and timings shown in all of these examples are for illustration purposes only. We can adapt them to meet specific client needs.