

WATT ABOUT MANAGEMENT DEVELOPMENT?



At Ditton HR, we offer a range of training options for client's who believe in investing and developing their people. Research shows that organisations who train and develop their employees see better retention and engagement levels, both of which contribute to the growth and success of a business.

Julie Leach is our Learning and Development Consultant and has over 20 years of experience working in HR and Learning and Development across a wide variety of sectors and geographies. She trains delegates both face to face and online.

We have developed the following 4 Management Development training/programmes to suit all needs and budgets. We can also design bespoke workshops to suit specific needs, if required.

Level 1 **Bite-size training for Managers** **Pre-recorded online**

6 x 1 hour online training sessions, each covering one of these key topics:

- Recruitment, selection and induction
- Coaching, feedback and effective communication
- Having difficult yet productive conversations
- Managing performance and personal development
- Employment law and HR policies
- Managing absence and promoting well-being

For people who are short on time and budget. Can complete them at their own pace. Once purchased, can be used again and again for different managers.

WATT ABOUT MANAGEMENT DEVELOPMENT?



Level 2

Management Essentials Workshop

1 day - in-house or via Zoom

1 day interactive workshop covering the above areas of people management. Full of case studies and real-life scenarios the workshop brings to life the satisfaction and potential challenges of leading a team and discusses and practices the skills required to be a great manager. During the workshop an environment of peer support is created that managers can take back into their day to day working lives. Covers the following areas of the Employee Lifecycle:



WATT ABOUT MANAGEMENT DEVELOPMENT?



Level 3 Management Development Programme Developing Me and My People 3 days, in-house or via Zoom

The programme consists of 3 days of workshops, spread out over a number of weeks. Each workshop building on the previous ones. This programme provides the attendees with the opportunity to focus in-depth on each area of management and practice their skills so they can hit the ground running back at work.

All workshops are interactive delegate-led, relaxed and incorporate a variety of activities to appeal to a range of learning styles and preferences. The programme covers the following areas:

Day 1 - Developing Me (part 1)

Personal SWOT analysis and career development analysis

- An opportunity for delegates to take time to reflect on career so far, what they wish to do next and how they might achieve that using a SWOT analysis to help
- Understanding management and leadership skills and styles
- The chance for delegates to discuss and debate different styles, reflect on their personal style and to recognise what is required in their role

An overview of essential employment law

- An overview of key UK employment law to help ensure that delegates know about key legislation and the risks of poor management that can lead to employment tribunals

Understanding and practicing critical thinking

- A practical session where delegates learn about different approaches to problem solving and decision making and where they can practice in a safe environment

WATT ABOUT MANAGEMENT DEVELOPMENT?



Day 2 - Developing My People

Effective communication

- A session designed to raise awareness of communication skills and the barriers to effective communication. Time is also spent looking at communication planning to ensure that delegates and their audience get the most from any exchange

Managing performance and setting SMART goals

- An overview of the theory behind performance management and individual motivation and then a practical session on setting SMART goals to help employees achieve organisational goals
- Managing talent as well as under performers

Coaching and giving feedback

- A session that gives delegate the opportunity to learn about coaching in the workplace and the opportunity to practice it in a safe environment
- Building confidence in giving feedback where improvement is required

Day 3 - Developing Me (part 2)

Managing difficult conversations and conflict

- A session designed to give delegates the skills, knowledge and confidence to address issues at work that are often uncomfortable and therefore often ignored

Making the most of your time

- A session on time management where delegates review their working weeks and have the chance to practice prioritising where their time should be spent to get maximum benefit using an urgent/important matrix

WATT ABOUT MANAGEMENT DEVELOPMENT?



Level 4

Management Development Programme Developing Me and My People - The Deep Dive 5 days, in-house or via Zoom

The programme consists of 5, one day workshops, spread out over a number of months, and each workshop building on the previous ones. This programme provides the attendees with the opportunity to focus in more depth on each area of management and practice their skills so their confidence is increased and they can hit the ground running back at work.

The programme covers the following areas:

Day 1 - Developing Me (part 1)

Personal SWOT analysis and career development analysis

- An opportunity for delegates to take time to reflect on career so far, what they wish to do next and how they might achieve that using a SWOT analysis to help

Understanding management and leadership skills and styles

- The chance for delegates to discuss and debate different styles, reflect on their personal style and to recognise what is required in their role

Making the most of your time

- A session on time management where delegates review their working weeks and have the chance to practice prioritising where their time should be spent to get maximum benefit using an urgent/important matrix

WATT ABOUT MANAGEMENT DEVELOPMENT?



Day 2 - Developing Me (part 2)

Personality profiling

- Using the theory of personality profiling, delegates have the opportunity to understand their own style and preferences for working and communicating. Once this is understood, they have the ability to review their working relationships with colleagues.

An overview of essential employment law

- An overview of key UK employment law to help ensure that delegates know about key legislation and the risks of poor management that can lead to employment tribunals

Understanding and practicing critical thinking

- A practical session where delegates learn about different approaches to problem solving and decision making and where they can practice in a safe environment

Day 3 - Developing My People (part 1)

Effective communication

- A session designed to raise awareness of communication skills and the barriers to effective communication
- Discussing communication planning to ensure that delegates and their audience get the most from any exchange

Coaching and giving feedback

- A session that gives delegate the opportunity to learn about coaching in the workplace and the opportunity to practice it in a safe environment. This session also includes building confidence in giving feedback where improvement is required



If you'd like to find out more, please
contact us at info@dittonhr.co.uk

WATT ABOUT MANAGEMENT DEVELOPMENT?



Day 4 - Developing My People (part 2)

Managing performance

- An overview of the theory behind performance management and individual motivation
- A practical session on setting SMART goals to help employees achieve organisational goals
- Managing talent as well as under performers

Managing with compassion

- Understanding what it means to be a compassionate manager and showing your vulnerabilities

Managing absence

- A session that gives delegates an overview of absence management and the skills, knowledge and confidence to manage these situations in the workplace by communication planning and using return to work interviews



WATT ABOUT MANAGEMENT DEVELOPMENT?



Day 5 - Developing My People (part 3)

Managing difficult conversations and conflict

- A session designed to give delegates the skills, knowledge and confidence to address issues at work that are often uncomfortable and therefore often ignored
-

Building a successful team

- An opportunity for delegates to understand the stages of team building and apply that to their current team
- A chance to discuss and review the attributes effective team members need to have to drive growth and performance in their business

Managing a hybrid team

- The world of work has changed for many people since the pandemic. This session reviews the skills managers need to enable them to manage a hybrid team effectively and covers many of the topics already discussed in the programme but from a hybrid working perspective (communication, performance and absence)



WATT ABOUT MANAGEMENT DEVELOPMENT?



Learning and Development Consultant Julie Leach (MCIPD)

Julie Leach (MCIPD) is a member of the Chartered Institute of Personnel & Development and since graduating in Business Studies, has had a varied career within global Financial Services for nearly 20 years. Her roles have included HR Consultancy, Business Management, Learning & Development, Internal Communications, Cultural Change and Event Management, many of which have included working with global teams across different cultures. Julie spent two years living and working in Hong Kong where she was responsible for delivering the 'people strategy' across Asia Pacific for a global bank.

Julie is a Learning, Development and Coaching specialist at Ditton HR with a portfolio of clients across Surrey and London.



DittonHR

If you'd like to find out more, please
contact us at info@dittonhr.co.uk