

Practical workshops designed to enhance people skills

We believe in learning by doing. That's why our personal and interpersonal skills workshops are centred around fun, interactive and informative simulations and practical activities to really engage with participants and maximise retention. This way, your people leave with a skills toolkit they can apply immediately.

Effective personal impact

Build a brand that helps you grow your career and develop your relationships and network. Utilise these powerful skills in everyday working life, meetings, networking and building effective business relationships.

Communicating with impact

Communicate and present information, ideas and vision in a clear, structured and impactful way.

Being at your best

Individual and corporate productivity are improved when your people are at their best most of the time. The ability to be at your best can be life changing for individuals and transformational for organisations.



Other popular modules

- Effective time management
- Working collaboratively
- Managing projects better
- Delivering powerful presentations
- Writing with power and impact
- Influencing and negotiating
- Developing your emotional resilience
- Understanding others better using MBTI
- Essentials of management

Handling difficult conversations

Handling difficult conversations effectively will improve the performance of all your people. See your people gain confidence, take responsibility and be accountable for dealing with challenging issues.

Coaching and mentoring

Effective coaching and mentoring will transform the talent in your organisation by inspiring and motivating your people. Experience a step change in coaching and mentoring skills through the session.

Effective personal impact

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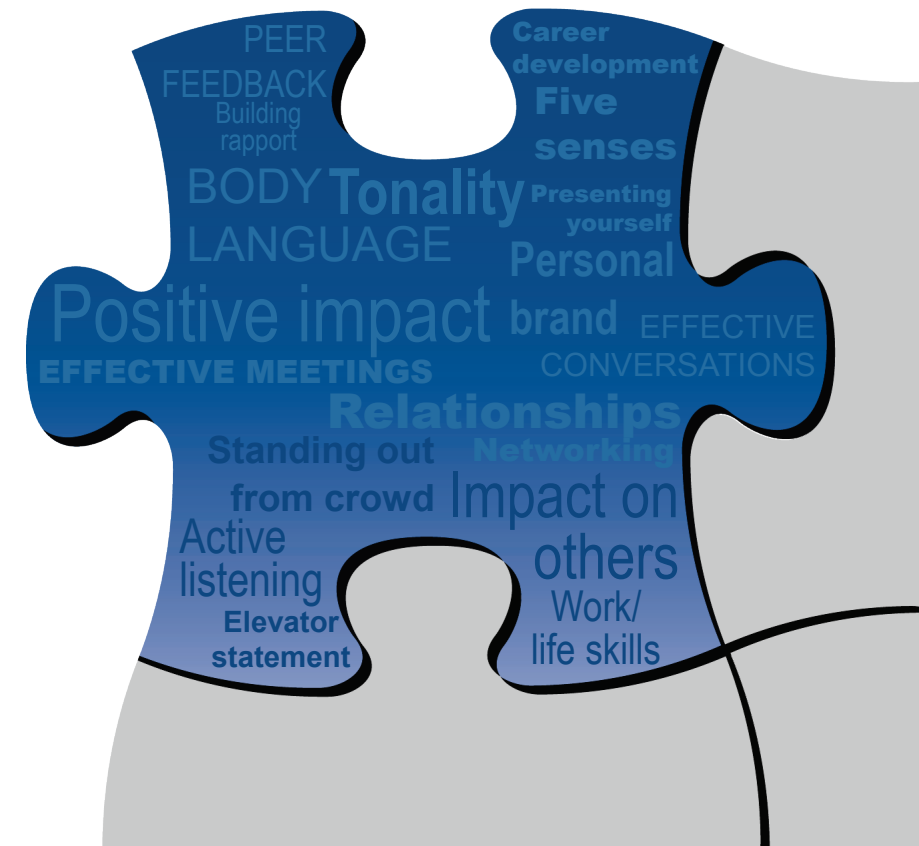


Skills toolkit and takeaways:

- Being clear about your brand and how you stand out from the crowd
- Networking skills such as joining and leaving a conversation, establishing common ground and “park and ride”
- Using body language and tone and being aware with all five senses
- Skills of active listening
- Being aware of the “shadow” that you leave - your impact on others.

Experiential activities include:

- Drafting or refining your elevator statement and getting feedback from your peers
- Attending a networking event played out with professional actors who will give real time feedback on your networking skills and approach
- Hosting a more detailed follow-up meeting to practice your new tools and insights.



Communicating with impact

Communicate and present information, ideas and vision in a clear, structured and impactful way.

Skills toolkit and takeaways:



- Showing rather than telling - using visuals and digital media in the right way
- Effective techniques for planning and delivering your messages - story telling and storyboarding
- How best to ensure open and two way communication
- Being passionate and authentic in your communication
- Confidence to handle impromptu speaking opportunities.

Experiential activities include:



- Collaborative team activities designed to help you explore how to effectively capture the message using mood, vision and storyboards
- Using mobile devices and technology to best effect
- One-to-one time with professional (award winning) film makers to help you deliver your message with power and impact.



Delivering the message
Visioning
OPEN COMMUNICATION
Presenting
Show not tell
Brainstorming
Utilising technology
Multimedia
Communicating with passion
Digital communication
Powerful messages
AUTHENTIC MESSAGES
Storyboarding ideas
IMPACT
Idea generation
Two way comms
Working as a team

Being at your best

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Skills toolkit and takeaways:

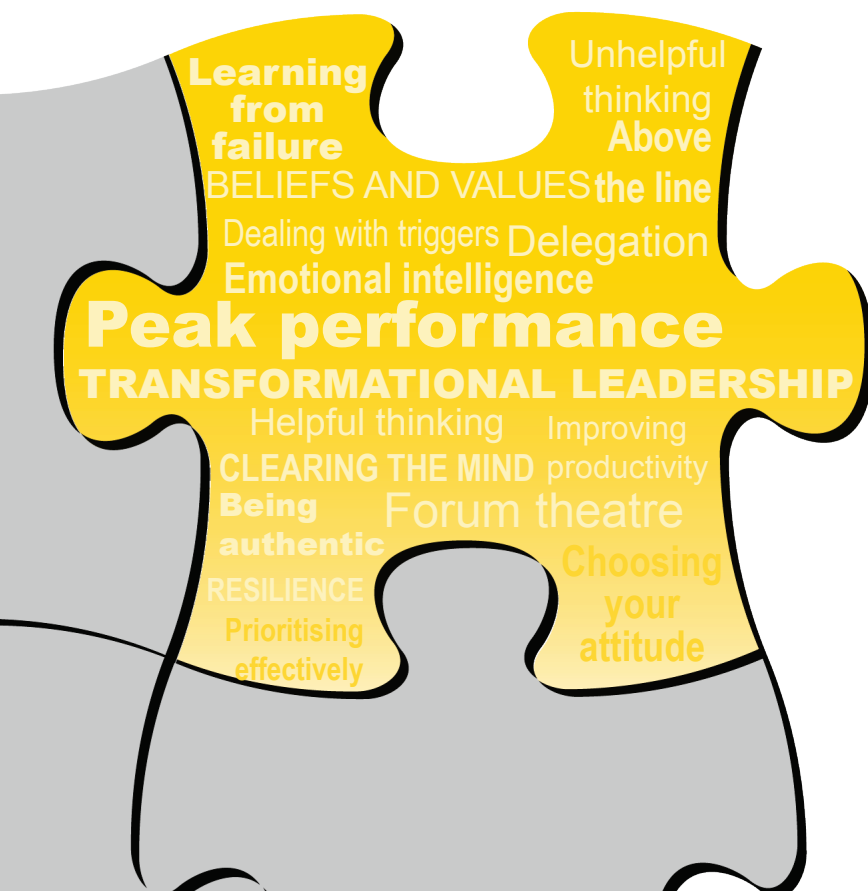


- Being authentic by knowing your beliefs and values
- Ability to choose your attitude and helpful versus unhelpful thinking
- Being resilient, trigger events and the clearing process
- The power of vulnerability, being open to risk and learning from failure
- Time management and prioritisation techniques.

Experiential activities include:



- Short business scenario films enabling your people to identify helpful and unhelpful thinking
- Practicing the clearing process to move from unhelpful to helpful thinking
- Forum theatre role play using Emotional Intelligence to focus on your role, yourself and others
- Interactive in-tray exercise - do, delegate or discard.



Handling difficult conversations

Handling difficult conversations effectively will improve the performance of all your people. See your people gain confidence, take responsibility and be accountable for dealing with challenging issues.

Skills toolkit and takeaways:

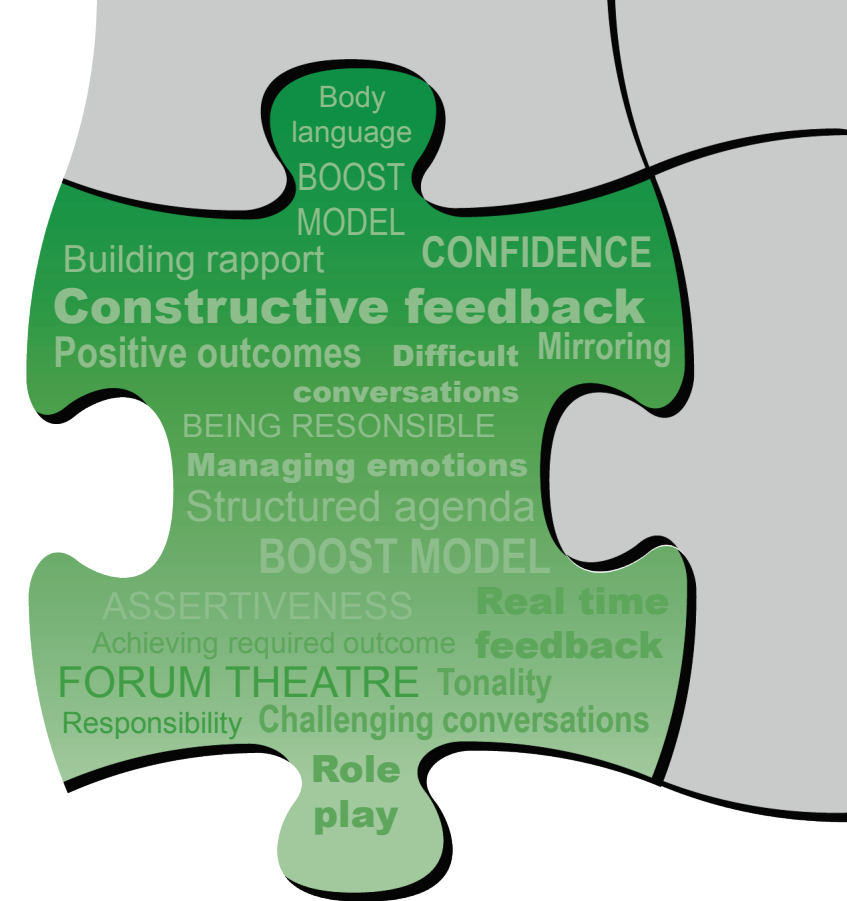


- Setting clear and structured agendas
- Driving positive outcomes through assertiveness
- Building rapport through effective use of body language, mirroring and tonality
- Managing emotional situations effectively
- Using the BOOST Model to provide constructive feedback
- Ways to ensure you achieve the required outcome.

Experiential activities include:



- Forum theatre - professional actors play out various scenarios relevant to your business. Your people direct the actors (and can also step into the action if they want) to drive a positive outcome from each scenario
- Practice a challenging conversation set in the context of your business with a professional actor. Get real time feedback and see how you can improve the outcome.



Coaching and mentoring

Effective coaching and mentoring will transform the talent in your organisation by inspiring and motivating your people. Experience a step change in coaching and mentoring skills through the session.

Skills toolkit and takeaways:



- Effective questioning skills
- Using the four levels of listening
- Providing clear and effective feedback with the E²C² approach
- Utilising the GROW Model for coaching
- How to receive feedback.

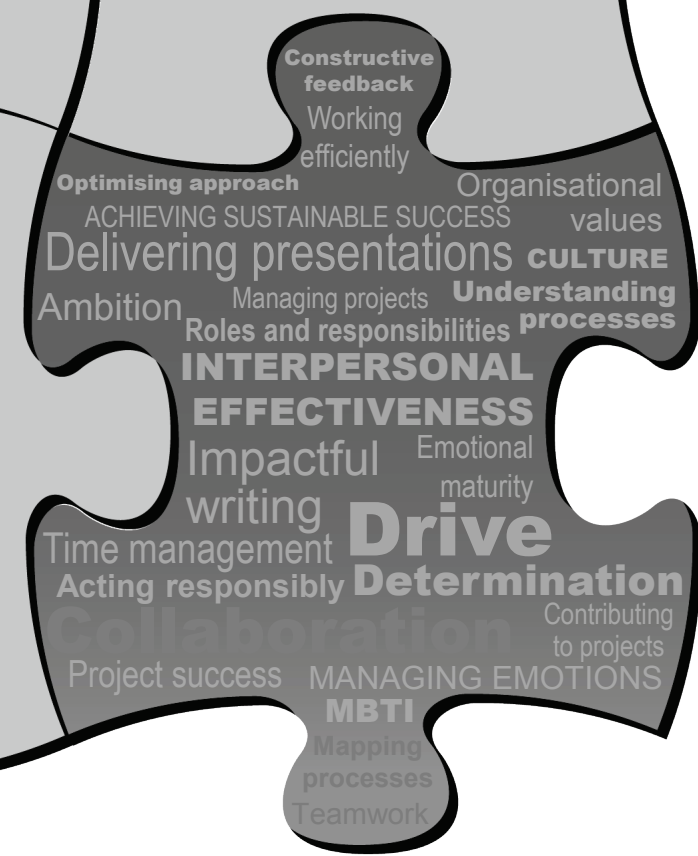
Experiential activities include:



- Practical activities with professional actors, set in scenarios relevant to a fund management workplace where you practice using your new skills toolkit
- Practical coaching and mentoring activities to enable you to experiment with new ideas in a safe simulated environment and experience the benefits first hand
- Observational video footage of workplace scenarios enabling you to explore how you would mentor and coach the people involved
- Activities focused around delivering developmental feedback in a way that ensures your messages are more likely to be acted upon by being heard
- Real time feedback from professional actors, facilitators and peers throughout.



Other popular modules



Effective time management

Develop your time management skills, optimising your approach to your efficiency, effectiveness and your environment inside and outside of work



Working collaboratively

Creating high levels of ambition and drive around your organisational values, culture and business model is key to ensuring your people work together effectively and conduct themselves in the right way



Managing projects better

Build a practical understanding of the key elements of project management to help everyone to understand their role and impact in a team, and so contribute most effectively to project success



Delivering powerful presentations

Challenge your existing presentation strengths and weaknesses, and so build more effective ways to select, structure and deliver your material



Writing with power and impact

Write in ways that address the original business needs behind each information request, and structured in ways that make the findings clear and the next steps easy to determine



Influencing and negotiating

Reach effective business solutions by thinking, acting, influencing and negotiating in a collaborative way with colleagues to achieve sustainable success



Developing your emotional resilience

Develop your emotional intelligence at work by providing an insight into managing your emotions and behaviour to maximise success in the workplace



Understanding others better using MBTI

Recognise the differences in the ways people think and react as individuals through the Myers Briggs Type Indicator, building interpersonal effectiveness, and leading to more constructive interactions with clients and colleagues



Essentials of management

Apply the fundamental roles and responsibilities when managing individual and teams equipped with the essential tools of management