Trending professional skills workshops

Resilience

Effective personal impact

Developing your emotional intelligence

Relationship management

Running effective meetings

Influencing & negotiation

Delivering powerful presentations

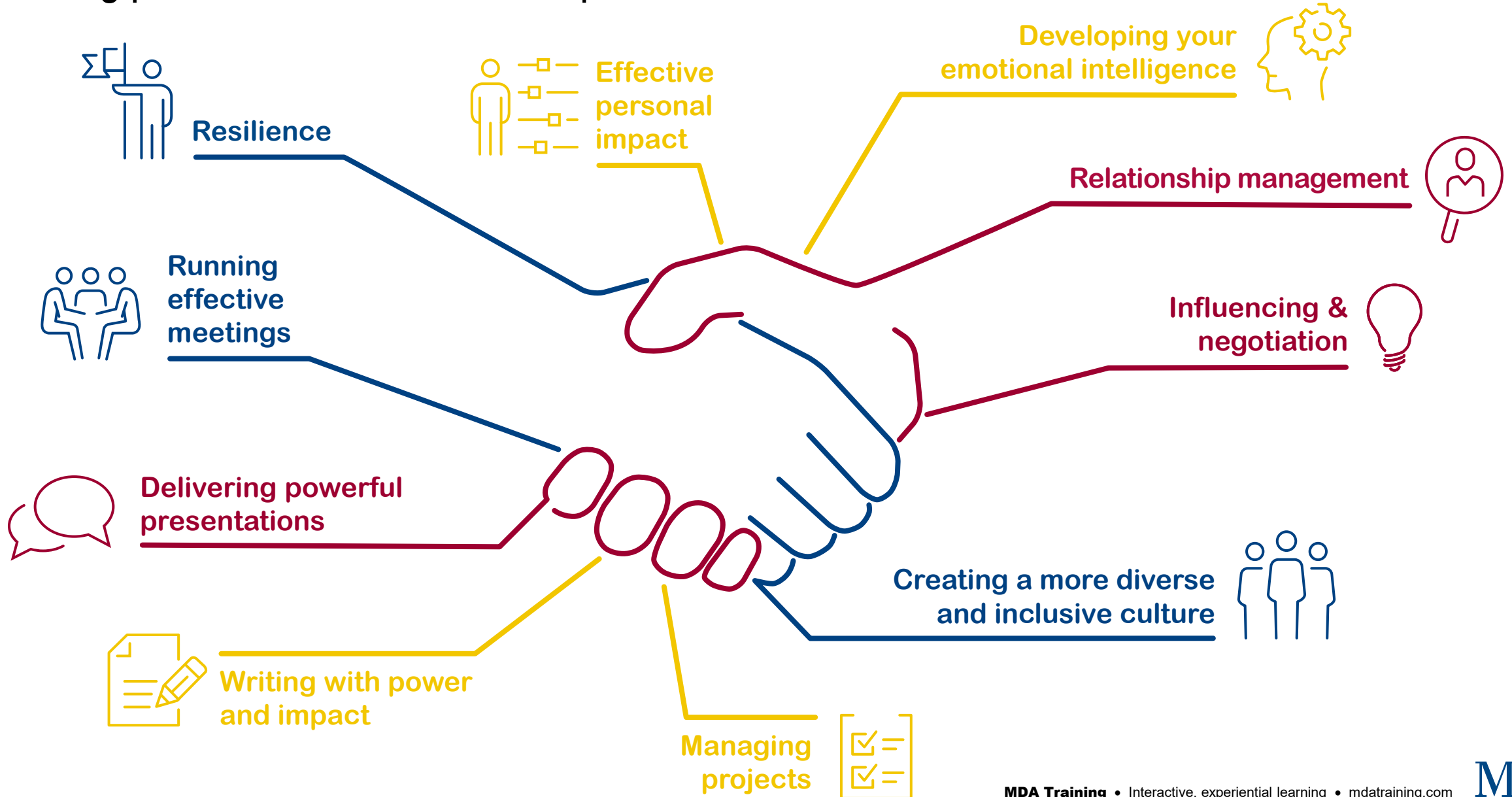**Creating a more diverse and inclusive culture**

Writing with power and impact

Managing projects

Trending professional skills workshops at MDA Training

Resilience

This workshop helps participants develop real life transferable skills that will allow them to be at their best, and so meet the needs of clients and colleagues more effectively.

Learning outcomes • Commit to changes to maintain a better work life balance • Identify when they have been triggered by external events and how they can best respond to them • Identify unhelpful thinking and unproductive mind-talk and implement a process on clearing their mind • Choose a response to challenging situations in a way that develops resilience and maintains personal effectiveness • Be better at handling challenging conversations

Effective personal impact

This workshop helps participants explore techniques and behaviours they can utilise to make a positive impact they have on their colleagues and clients.

Learning outcomes • Identify the skills needed to help them make a success in their career • Identify the gaps in their skillset and the areas they need to focus on to develop them • Utilise the five senses to help make a positive first impression on their colleagues and clients • Craft their personal brand and elevator statement to help accelerate their career • Network effectively to build their network across their business to most effectively accelerate their career

Developing your emotional intelligence

Emotional intelligence is pivotal to organisational growth. This workshop develops individuals' awareness and understanding of their own EQ and the important role it plays in their personal growth and mental wellbeing.

Learning outcomes • Recognising the differences between emotional and non-emotional responses • Become more self-aware and apply self-management tools to assist growth • Become socially aware and gain tools to manage their relationships • Recognise the differences in the ways people think and react as individuals, leading to more constructive interactions with clients and colleagues • Employ techniques that better manage self, others and task

Relationship management

Centred around five core themes, this workshop will build and enhance the relationship management skills of participants. The workshop covers the essentials of building strong relationships both internally and externally.

Learning outcomes • Building rapport - building credibility with clients by understanding their needs and the needs of their business • Active listening - how to listen effectively - the four-level listening model • Communication Skills - questioning for results, communicating with clarity and purpose, and handling challenging conversations • Taking people with you, creating a mutual beneficial solution • Identifying revenue generating opportunities to broaden the range of services offered to clients

Influencing and negotiation

Negotiating and influencing are key skills that are critical to developing deep, mutually beneficial business relationships which stand the test of time.

Learning outcomes • Identify influencing techniques that are appealing and effective to them • Strive for a win/win situation in their negotiations with internal and external clients • Broaden their perspective and encourage interest-based influencing Defend their position and stand firm with integrity • Demonstrate how they add value to the other parties

Trending professional skills workshops at MDA Training

Creating a more diverse and inclusive culture

This workshop supports organisations and its people in creating a more diverse and inclusive culture, recognising the impact and benefits. We look at each participant's value add and how to reach their full potential.

Learning outcomes • The power of diversity of thought • Inspiring role models and stories from underrepresented communities • Recognising the value everyone adds to a business • Seven ways to create inclusivity with colleagues • How to overcome challenges and mind talk, such as prejudices and biases faced by various communities

Managing projects

This workshop gives guidance and support into best practices that will help participants more effectively manage their contribution to a project, as well as the workflow of individuals and teams involved in a project.

Learning outcomes • Build a practical understanding of the key elements of project management to help everyone to understand the role they play and impact they make • Follow a clear structure for successful project implementation from initiation and design through development and delivery • Adopt an agile approach to the successful management of a project • Managing their self and their team • Manage the risk, control issues and budgets

Writing with power and impact

Much of our communication with clients and colleagues is in written form: emails, messages, reports. Communicating clearly, concisely, and persuasively can strengthen relationships and enable more effective and efficient working.

Learning outcomes • How to keep the commercial outcome in mind • Avoiding and deleting redundant words and paragraphs and focusing on the core message • Attracting the attention of stakeholders/ readers through compelling and persuasive written text • Lightening the mental load for clients and colleagues by writing simpler • Using graphics, illustrations, tables and chats to communicate complex content

Delivering powerful presentations

This workshop explores what makes a powerful presentation. Participants will gain new insights and have plenty of opportunities to practice building their confidence in delivering compelling and effective presentations.

Learning outcomes • Win the hearts and minds of their audience • Utilise the power of stories to create compelling memories for their intended audience • Adopt an approach that focuses on show more then tell in their delivery of their presentations • Encourage followership and engagement with their audience • Utilise the 'what, why, how and who' structure to assist their preparation of presentations

Running effective meetings

This workshop gives participants the skills and awareness needed to run meetings more effectively. Participants will gain confidence in making each meeting more effective, maximising their impact and what they takeaway and implement back in the business.

Learning outcomes • Identify the location, purpose and structure of the meeting • Ensure only people who are directly connected to the expected meeting outcome should attend • Establish the agenda and individual expectations ensuring all attendees are in agreement • Ensure all attendees have an active role and a voice at the meeting • Effectively moderate the running of the meeting and generate and action plan of steps to follow up