



Short Courses

Selhurst Consulting offers a range of learning opportunities for managers at all levels that can take from as little as **half a day** of your time.

1. People Managers' Foundations - Interpersonal Skills Workshops

We are often highly trained and experienced in the technical side of our work and have spent years ensuring that this side of our professionalism is of the highest standard. When promoted into a position with people management responsibilities some of us then feel we would like to develop more on the interpersonal side of work: how to come across to best effect, influence others, behave assertively and gain willing co-operation from others.

Suitable for team leaders, business partners and new managers, Selhurst provides a suite of **one day courses** giving valuable focus on key interpersonal skills:

■ Managers' foundations 1. Managing me

One of the secrets of success for anyone who wants to get results through others is how to manage themselves first. Grounded in the theory of emotional intelligence, this workshop provides delegates with a deeper understanding of their own preferences and styles and how this can be applied to best effect in their roles. Includes 'Myers Briggs' and 'Influencing Styles' questionnaires.

■ Managers' foundations 2. Making your mark

Helping participants to increase their understanding and confidence about how they come across to others. Includes 'Social styles' questionnaire.

■ Managers' foundations 3. Leadership and me

A thought provoking workshop that helps new managers to gain an understanding of their preferred leadership style and how to extend their range and impact as a leader.

■ Managers' foundations 4. Change happens

Responding to the needs of employees in organisations undergoing significant change, this workshop provides delegates with a greater appreciation of how change affects them and their colleagues. Delegates are given more understanding and resources on how to mitigate the more challenging effects of change.

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2. Essential Skills for People Managers - Spotlight Workshops

Focused on sharpening specific skills required by effective managers, these **half day workshops** help managers prepare for upcoming situations.

■ Effective Interviewing

Increasing the likelihood of finding the right person for the job.

■ Appraisals that matter

Helping appraisals to be a more meaningful experience on both sides of the desk.

■ Presenting with Confidence

Key concepts and skills combined with a chance to practice and get feedback in an encouraging and developmental environment.

■ Conversations that Count

An introduction to coaching that provides insights on how to enable your team members to rely less on you and more on themselves.

3. Career Development

In 21st Century organisations employees need to take a proactive role in taking their career in the right direction for them. This requires a fresh perspective and different skills. These **one day courses** help individuals to find out how to get more from their work and 're release' their potential at work.

■ Getting the most from your appraisal

Helping employees to see the bigger picture of their career development and to take a more proactive role in appraisal meetings and their professional development planning.

■ Spring Forward

Building confidence, direction and motivation in capable yet stuck individuals. This can help valued team members who have lost their 'va va voom' to review and refresh their career direction. Participants will take away from the workshop:

- More understanding about where they are right now and why.
- Personal insight about 'what makes me tick'.
- Motivation to make plans about their next steps.
- Ideas on how to find ongoing support, motivation and momentum.

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4. Training trainers' suite

There has never been a better time to make the most of your training budget by enabling your managers to better support the learning and development function so often the victim of cuts. These programmes follow the training cycle and can be accredited by the CIPD.

Undertaking a learning needs analysis. The levels at which LNA is undertaken. Methods of obtaining information. Prioritising learning needs (**one day**).

Preparing and designing learning and development activities. Understand the factors impacting on the design of L and D activities. The range of learning methods available. Selection criteria for choosing resources (**one day**).

Delivering learning and development activities. Undertake the planning and delivery of learning and development activities; evaluation of the same (**two days**).

5. Team Building

Selhurst Consulting can work with you in-house on the bespoke design and delivery of successful team development days for teams ranging from 8-60 people. Providing help with:

- acceleration of formation of new teams
- refocusing of long standing teams
- increased mutual understanding leading to improved communication and team working
- increased commitment and involvement in team planning
- resolution of team conflicts and creation of 'teamworking charters'

6. Employee Engagement

It is critical for organisations of all sizes to take their staff with them in the currently challenging environment. This two day course which can be accredited by the CIPD will enable delegates to understand the components and processes through which higher levels of engagement can be secured and sustained within an organisation.

Further Information

Please email us courses@selhurstconsulting.co.uk or
visit our website: www.selhurstconsulting.co.uk