



## **Leadership Skills for Managers Workshops**

### **Workshop guides and Overview**

At Barefoot Trainers we work closely with organisations to develop training and coaching programmes and events that work.

Because our training programmes are bespoke – we tailor everything to you.

Below are detailed the content of our more popular programmes. We will work with you to draw out the most useful parts that would apply to your needs.

## Workshop 1 – Understanding your Team

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This workshop has been designed to enhance your skills and natural ability to become a master of communication and motivation, through the use of our proven learning technique; DISC.

Created by psychologist and inventor Dr. William Marston and with a 90% to 95% record of accuracy it helps you to understand people in minutes rather than months.

DISC profiling is a proven, specialist tool and technique, which helps to improve communication between individuals, teams, leaders & managers and is suitable for organisations of any size.

Within the workshop, we focus on the following key areas:

- Understanding why people do and act the way they do
- Improving communication in both personal and corporate environments
- Developing proven techniques which help to avoid and resolve conflict
- Identifying individual strengths and weaknesses of your team to ultimately position them where they will be most productive
- Learning how to avoid and resolve conflict
- Developing sales techniques to help meet client's needs
- Motivate staff and improve morale
- Help to identify and recruit the right people for the right job

The key outcome from this workshop will be that you will learn and benefit from the principle foundations of DISC. You will understand better how you communicate with people and how to adapt your behaviour to communicate with others. You will know your challenge areas and ways to manage them better.

To obtain a full 17 page report, you will be asked to complete an online profile assessment questionnaire. Once completed this will generate your individual report; upon which you will get a feedback session to help you assess how to use this information to great effect.

Feedback can also be used for a whole team analysis; this would be included within the workshop.

The questionnaire and report is an additional cost to the workshop of only £75 per person

Recommended duration: One day, dependant on numbers, to include the workshop and individual feedback

## **Workshop 2: Systematic Leadership, Planning and Strategy**

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Within this workshop, we look at the bigger picture to help you to define your strategy for success.

Together we will;

- Work to understand and define your organisations' vision and strategy. Where you are and how you're going to get there.
- We'll explore the culture of your organisation and its impact on your team and clients, and how it can be improved
- Use proven tools and techniques, to help you prioritise your time and what is most important to the business.
- Outline steps to improve the quality of your offering, and set objectives to achieve continuous improvement.

Recommended duration: One day

## **Workshop 3: Leadership with Style**

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Research shows that most people leave companies because of their managers not the company. And, that for most businesses, recruitment is one of the highest costs. Leadership is therefore critical to any business.

We know that being a successful leader means bringing something of you to the role, and within this workshop we aim to uncover this.

Within the workshop, we will:

- Look at the importance of leadership
- Determine what constitutes effective leadership and how that translates into your working world
- Evaluate and develop your own management styles
- Look at proven leadership models and their impact in work

Recommended duration: One day

## **Workshop 4: Inspired Teamwork**

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We define successful teamwork, as individuals who share common goals, are dependent on other members for personal success, share an agreed and common approach and complement each other's knowledge and skills.

Within this workshop we will work with you to develop the skills necessary to ensure this is achieved.

Together we will:

- Develop key techniques to improve team working and teambuilding
- Analyse the characteristics and identify the right roles for your team members
- Use proven tools and techniques to help you communicate effectively with your team
- Explore proven tools for delegation
- Use techniques to help you avoid or minimise conflict

Recommended duration: One day

## **Workshop 5: Enhancing Talent in the Workplace**

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Increasingly managers are recognising that learning and development is crucial to the success of their team. By helping to enhance the talent of your own team members, you positively affect morale and avoid costly recruitment associated with hiring new members.

We have therefore developed this workshop to help you use proven techniques that will get the best out of your team and enhance their own skills.

Within this workshop, we will help you to:

- Develop targeted, personalised training that will help your employees feel valued
- Identify the individuals who will benefit most from learning and development
- Help you to develop your own team members skills to ultimately improve success
- Improve performance without spending a fortune
- Use a coaching management approach to gain maximum engagement from team members

Recommended duration: One day

## **Workshop 6: Managing for Performance & Workplace Stress**

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This workshop has been developed, to use proven techniques which will help you to ensure your personal, team or organisation wide goals are achieved effectively and efficiently.

Within this workshop, we will:

- Define the factors that contribute to good and poor performance
- Explore your own experiences and perceptions of performance management
- Demonstrate what constitutes poor performance and teach ways of dealing with it
- Develop behaviours and skills that will enable you to manage performance effectively
- Explore the role of effective supervision and appraisal in performance management

Recognising where stress comes from and knowing how you personally react to unhealthy stress is the foundation for managing stress effectively.

We've developed this workshop in order to help you:

- Understand the causes and impact of stress at work
- Recognise the symptoms of stress
- Apply simple stress management techniques
- Know your sources of support

Recommended duration: One day

## Workshop 7: Your Personal Development

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This workshop has been developed to be about managerial personal development. As a senior body, the manager needs to take responsibility for their own development and to reflect on their goals inside and outside of the business, to ensure they are on the right path.

Within this workshop, we will help you to:

- Reflect on your own practice
- Understand your learning style and how this may affect your performance
- Use the 'Wheel of Personal Development' to see where you want to be and plan accordingly
- Write a personal SWOT analysis and define your GOALS
- Understand and use emotional Intelligence
- Use feedback & the Johari Window as a development tool

Recommended duration: One day

## Workshop 8: Managing Innovation and Change

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What is innovation? How will it help your organisation? Innovation like many business functions is a management process that requires specific tools, rules and disciplines.

Managing innovation is creating tomorrow's ££.

One of the toughest challenges facing any manager is dealing with change – not only your own attitude to change, but also effecting change in people around you.

Within this workshop we will explore:

- Tools techniques and tips for managing innovation
- Overcoming barriers to creative thinking
- The principles of change management – we can't stand still
- Reasons & Impact of change – resisting resilience
- Planning for change – strategies to implement change
- Communicating & Influencing Others – getting the 'buy-in'

Recommended duration: One day

## About Us

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We are learning and development specialists, providing training and coaching across a range of leadership, management and interpersonal skills. We develop managers and give them the tools and techniques that help them lead their teams with confidence and ease.

Our philosophy is built on a simple belief; companies that invest in their managers and teams retain motivated and engaged employees. This creates a productive and exciting place to work and importantly delivers great results.

At Barefoot Trainers we provide a number of services, which include:

- 1. Leadership and Team Development Workshops and Seminars**
- 2. Executive and Team Performance Coaching**
- 3. DISC personality profiling and Talent Assessment**
- 4. Internal quality assurance for training and development programmes**

We have a wealth of experience in delivering in-house training to a wide variety of organisations across many different industries. We specialise in providing leadership and interpersonal skills to senior staff and training them in how to apply coaching approaches to their teams, which helps to improve organisational culture and bottom line results.

We know that the right environment and the right group dynamics enable people to learn in the most effective way, in an atmosphere of trust and mutual respect. We therefore, provide challenging and thought provoking sessions with a friendly, relaxed and fully interactive approach.

Because our training programmes are bespoke – we tailor everything to you, whether it is for timescale, participants', content or cost. We will work with you to meet your requirements and budget.

Our trainers and coaches are professional but friendly, and bring with them a wealth of experience.

We are Barefoot Trainers.