

Leadership and Management

Descriptions for

Developing Individuals

Workshops

new edge management limited, 44 Gallowhill Road, Kinross, KY13 8RA

Leaders in performance improvement – for organisations and people

Workshop Outlines

Planning for Efficiency

Developing & Managing Teams

Marketing & Communications

Planning & Influencing

➤ Developing Individuals

- APPRAISAL REVIEW**
- DISCIPLINE & GRIEVANCE**
- RECRUITMENT & SELECTION**
- TIME MANAGEMENT**
- TRAINING SKILLS**

APPRAISAL REVIEW

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing the skills required to conduct an effective appraisal review interview based on a formalised appraisal review process.

The objectives of the course are:

- a) To describe the basic principles of successful appraisal review.
- b) To develop techniques and skills aimed at improving performance.
- c) To apply the skills and techniques before, during and after the review.

Course Outline:

Understanding the appraisal review process

- what is appraisal review?
- structure of an effective review
- completing the pro-formas
- process before, during and after the review

Setting objectives and measuring performance

- agreeing achievable objectives
- evaluating performance
- handling under-achievement

Developing effective reviewing skills

- motivating the appraisee and building rapport
- questioning techniques and assertiveness skills
- delegates conduct appraisal review meetings

Action planning and feedback

DISCIPLINE & GRIEVANCE

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at equipping delegates with the knowledge and skills required for the successful application of their organisation's discipline and grievance procedures within their existing roles.

The objectives of the course are:

- a) To demonstrate a practical knowledge of discipline and grievance procedures.
- b) To develop interviewing skills for handling disciplinary situations.
- c) To describe a set of problem solving skills in relation to managing grievances.

Course Outline:

Discipline in the workplace

- the meaning and context of discipline
- praising and reprimanding
- applying the rules
- know your own disciplinary procedure and code

Interview skills

- communication and assertiveness skills
- conducting a disciplinary interview

Handling grievances

- know your own grievance procedure
- applying problem solving skills to grievance situations

Action planning and feedback

RECRUITMENT & SELECTION

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing the skills required in the preparation, interviewing and decision making stages of recruitment and selection.

The objectives of the course are:

- a) To demonstrate a range of practical recruitment and selection procedures.
- b) To gain confidence and experience in the application of these procedures.
- c) To develop the skills for successful interviewing and selection of a candidate.

Course Outline:

Understanding the stages in the process

- job descriptions
- person specifications
- advertising and shortlisting

Interview preparation

- planning and structuring an interview
- the roles of an interview panel

Interview skills

- communication and listening skills
- questioning techniques

Action planning and feedback

TIME MANAGEMENT

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing and practising the techniques required to enable delegates to effectively plan, organise and control their daily activities.

The objectives of the course are:

- a) To describe the basic principles of time management.
- b) To develop a set of skills and techniques to aid time management.
- c) To be able to apply these skills and techniques in daily activities.

Course Outline:

The time planning and organising process

- the benefits of good time management
- the skills required

Prioritising personal goals

- setting priorities
- SMART objectives

Practical techniques

- identifying timewasters and time stealers
- making the best use of meetings
- learning to say no
- the art of delegation
- handling paperwork and interruptions
- time estimating and planning

Action planning and feedback

TRAINING SKILLS

Duration: 1 day course
Participants: for up to 12 delegates

This course is aimed at developing the skills and techniques required by those who are involved in all types of in-house training.

The objectives of the course are:

- a) To describe the basic principles of training.
- b) To develop a practical training session.
- c) To deliver a practical training session.

Course Outline:

Effective training

- the stages involved
- the role of the team leader as trainer
- the skills required for effective training

The training cycle

- agreeing achievable objectives
- evaluating performance
- handling under-achievement

Developing training skills and techniques

- effective communication
- instructional techniques
- presentation skills

Developing and delivering a training session

- subject and materials preparation
- writing materials and using equipment
- delivery of training sessions by delegates

Action planning and feedback

new edge management limited

.... giving you the competitive edge

PROGRAMME DIRECTOR

DAVID PARRY - new edge management limited

Profile

Senior executive with extensive management skills and experience in leading knowledge transfer programmes for strategic planning, people management, managing change, and project management. Consortium Project Manager for the £2.6 million DTI supported UK initiative for Managing Change. Experienced practitioner and mentor of executives in Change Management and Business Performance Management (9 years), plus invited speaker and chair of international conference on Measuring and Managing Performance during Corporate Re-organisation. Leadership of business units (20 years), main board directorship, and overseas subsidiary directorship.



Academic Qualifications

MSc Aeronautical Engineering (1975), Queens University of Belfast
BSc Honours Aeronautical Engineering, Queens University of Belfast

Summary of Experience and Skills

- 20 years experience in business leadership, solutions delivery, and team development.
- Consortium project manager of the UK's £2.6 million major initiative for Managing Change, supported by the DTI, business partners and the University of Edinburgh.
- 9 years consultancy experience in Business Performance Management and leading executive teams in strategic planning, e-business design, project management, and managing change.
- 4 years as Main Board Director of an engineering software and consultancy company and Board Director of overseas subsidiary; annual income of £10 million.
- Client relationship management and business expansion in the engineering, defence, software, financial and public sectors, both in the UK and overseas, offering customised learning experiences and mentoring services.
- Partnership development and building alliances with complimentary suppliers offering specialist skills and technologies to address requirements of clients.
- Author and presenter of Masters Degree course modules in IT Strategy and Managing Uncertainty, and author and tutor of Institute of Leadership and Management courses.
- Recruitment and leadership of multi-disciplinary business unit teams and project teams involved in new product introduction, geographic expansion, e-business design and change management.
- Extensive communication skills demonstrated through invited lectures, publications, chair of overseas international conference, facilitating executive think tanks, delivering executive mentoring programmes, and presentations at board level.

Contact For further information please telephone David Parry at **new edge management limited** on 07746 365764, e-mail him at davidparry@newedgemanagement.com or visit our web site at www.newedgemanagement.com

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