

**WORK**

*in focus*

# SKILLS DEVELOPMENT SESSIONS

## **‘Skills Sessions’: two hour training opportunities for leaders and managers**

A PRACTICAL way of creating more impact from training, our two hour format offers flexibility to busy people, enables a range skills development needs to be covered and means that facilitator costs go further. Our ‘pick and mix’ approach allows clients to match any combination of ‘Work *in focus*’ sessions to the needs and availability of their staff. It also provides advantages for learning processes, when managers are able to experiment with newly developed skills between sessions.

*Skills Sessions* give managers opportunities for discussing, understanding and practising aspects of leadership capacity that are particularly relevant to their work roles. The two hour workshops complement our *Leadership Skills in Focus* course and share the ethos of collaborative development.

### **ANALYTICAL SKILLS**

Develops capacities for finding, interpreting and using knowledge. Helps participants deal with the complexities of information itself, as well as situations they face, and enables them to appreciate evaluation from multiple positions.

### **COMMUNICATION SKILLS**

Concentrates on the leader’s role in facilitating knowledge exchange, as well as the skills that individuals use. Develops capacities for reading others’ positions and enables participants to look holistically at communication situations.

### **DECISION MAKING SKILLS**

Develops understandings in the context of time, people and work. As well as focusing on future skills, participants learn to evaluate decisions that they and others have acted on in the past, taking account of assumptions and bias.

### **DEVELOPMENT SKILLS**

Focused on how continuous development can improve practices and, in turn, increase workforce impact. This session challenges participants to learn and use leadership skills that enable collaborative development.

### **MOTIVATION SKILLS**

Develops capacities for understanding what lies beneath practices, as well as influencing them. This session recognises dominant individual centred concepts but also engages participants with the broader social aspects of motivation.

### **COLLABORATION SKILLS**

Focuses on how leaders facilitate team-working in the context of work pressures. Participants practise collaborating with other leaders and experiment with alternative concepts about how people develop and work together.

### **CONCILIATION SKILLS**

Considers people centred situations that leaders face. Participants work on negotiation and counselling skills, in addition to developing strategies for diffusing conflict and supporting people through difficulties.

### **DELEGATION SKILLS**

Positions delegation as a negotiation process in which roles are continuously clarified over time. Responsibilities, priorities and productivity are explored, set against the reality of variable levels of confidence and competence.

### **INFLUENCING SKILLS**

Participants start by evaluating their personal influence, in the context of multiple influences that invariably exist in work situations. They then work on skills and strategies for increasing their leadership impact.

### **PROBLEM SOLVING SKILLS**

Looks at situations in the context of multiple positions, time and the leader’s role in helping others to cope. Enables participants to engage with social and psychological dimensions, as well as the more obvious and material.

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