



Training & Development Workshops

The Employer Engagement Team support businesses to identify, design, develop and implement work-force education and training programmes linked to the strategic needs of your business. We have outlined below just some of the workshops we have on offer. For further information please contact our Employer Engagement Team.

Introduction to HR

This workshop is designed to provide an overview of the practical skills and knowledge needed by managers responsible for people management.

Following the employee journey; the content will cover the fundamentals of recruitment and recruitment interviewing, how to induct and onboard new employees, how to engage and develop new employees to reach their potential and, if necessary, how to manage disciplinary and grievance situations.

Recruitment Skills

Making the wrong choice when recruiting new employees can, at minimum, cause frustration and at worst have disastrous consequences for an organisation.

This course is designed to prepare you to deliver interviews that really get behind the candidate's responses, to identify their true skills set and likely behaviours in the workplace.

Appraisal Skills

An appraisal conducted positively will gain the commitment and energy of the employee to move forward with the organisation, delivered badly will demotivate and disengage the most committed staff member.

This practical course will enable managers of teams to prepare and deliver an effective appraisal interview and provide the skills of giving and receiving feedback, including how to handle difficult conversations.

Find out more:

For further information call **01524 521223** or email uksfp@lmc.ac.uk

Coaching Skills

Employees are at their most vulnerable during their first 3 months of employment. Research indicates that generally 1 in every 4 employees leave employment during this initial period, which is expensive and detrimental for employers.

Simply put, if employees are supported and valued during their probation period, they are much more likely to stay. The course will help you develop your organisation's Onboarding Plan, from Day 1 Induction and 4-week schedule, through to 1 to 1 coaching sessions.

Employee Relations – Handling Grievances & Disciplinarys

Employee relations is the management of employees who are not working within the terms of their employment, whether that is due to capability or poor behaviour. This course will explain the disciplinary process and potential legal pitfalls and work through a number of case studies to provide confidence in handling disciplinary situations in the workplace.

Train the Trainer

This 2-day course provides you with a really 'hands-on' experience of how to train practically in the work place. The initial morning will focus on how people learn and how that translates into steps of an effective training session. The afternoon and following day will provide you with the opportunities to practice these skills a minimum of twice and also learn different training techniques to make your training more interactive.

Motivating the Team and the Individual

Teams who are motivated and engaged in their organisation are more productive, take less sick leave and stay longer.

In this course you will explore the theories of motivation and then identify motivation factors on 3 levels for yourself, for each of your team members and for the team as a whole. Once identified you will explore practical activities to undertake to improve motivation and engagement in your team.

Emotional Intelligence in the Work Place

Research has identified having high levels of Emotional Intelligence (EI) is a greater indicator of personal success than having high level of Intelligence Quotient (IQ). In the workplace having managers with high levels of EI leads to more open and motivated team working.

The course will provide an overview of the 4 components of the Emotional Intelligence Model; Emotional Self Awareness, Self-Management, Social Awareness and Social Skills and explore how each component relates to activities in the workplace.

How to Manage a Profit & Loss Statement

This is a course on financial management for non-financial managers. The Profit & Loss Statement is the key financial document for managers to manage the profitability of their organisation. We will cover how the P&L Statement relates to the other 2 key business documents of the Balance Sheet and Cash Flow. Working through case studies we will explore and analyse different P&L Statements, identifying the strengths and weaknesses of each, allowing you to critically review your own organisation's Profit & Loss Statement.

Improving Team Performance

We have all worked for teams that on paper should be brilliant, but for whatever reason never really deliver their full potential. The aim of this 1-day course is to consider what elements make a truly effective team and then to identify and explore ways in which these elements can be encouraged in your own teams. The elements include areas such as team trust, accountability, fear of conflict and inattention to results.

Equality, Diversity & Inclusion

The aim of the course is to explore the legalities of Equality, Diversity and Inclusion (EDI) and to provide the knowledge and skills to be confident in recognising and managing situations that may arise in terms of EDI and specifically any bullying and harassment within your teams. Improving Employee

Engagement in the Workplace

Research carried out by Gallup over a 50-year period have identified the very real benefits of ensuring your employees are engaged, these include, 23% increase in profitability, 18% reduction in labour turnover and 10% increase in customer loyalty.

The objectives of this course are to provide the tools to understand and measure employee engagement and then explore the drivers of employee engagement and how to introduce and/or improve their impact within your organisation.

Employer Branding

All organisations have, consciously or not, an employer brand. It's the way in which organisation is perceived by its people and potential workforce. A strong employer brand helps businesses compete for the best talent and establish credibility. It should connect with an organisation's values and must run consistently through its approach to people management.

The course will explore the process of developing and establishing an 'Employer Brand' and specifically what the 'Employee's Value Proposition' should be for your organisation. The aim being to differentiate your organisation in the recruitment marketplace.

Improving Communication within the Team and Individuals

The course explores what elements prevent teams from communicating effectively and delivering results, using the 5 'Dysfunctions of a Team' model and providing practical solutions to improve the communication.

Having considered team dynamics in communication the course then focuses on individual communication styles and how they impact our ability to influence and persuade. You will identify your own style and practice using other styles.

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