

Leadership Skills

- Get results through people -

Quaestus Consulting

TRAINING CLUB



Quaestus Training Club

This course is one of a suite of 1 and 2-day workshops offered by Quaestus Training Club.

Join Training Club and become part of a local community of leading organisations, where you know the trainers, get involved in the design of high quality workshops and immerse your employees in a stimulating training environment.

For more details visit our website www.quaestus.co.uk or call Linda Wilkinson on 01752 300192 now.

Successful completion of this 2-day workshop will give you 12 hours of CPD points accredited by the Solicitors Regulation Authority.

Overall Objective(s)

To develop the essential skills and knowledge to enable delegates to lead and inspire teams to a greater level of performance.

Who Should Attend?

An introductory level course, designed for potential and practicing team leaders and which requires no previous experience, training or qualifications. Existing leaders are likely to have a small team and have decision-making responsibility for day to day operations.

Learning Outcomes

At the end of the two days participants will be able to:

- Achieve more through systematic planning and reviewing
- Motivate teams through involvement and regular communications
- Develop individuals through coaching, delegating and feedback skills

Course Dates

12 & 13 October 2010 – Venue TBC

Timings

0900 – 1630 with mid morning and mid afternoon breaks and an hour for lunch.

How to Book

Either on-line at www.quaestus.co.uk or Telephone: Linda Wilkinson on 01752 300192

Two Day Content

The course content is based around a tried and tested 3 part framework requiring a balance between task achievement, team motivation and developing individuals.

Within this structure the course also covers:

- Using a Plan, Do, Review method
- Planning, preparing and conducting effective team briefs
- Behaving assertively
- Coaching for performance
- Setting and reviewing SMART objectives



Cost

Members will use their membership entitlement accordingly.

For Non Members, the Pay As You Go cost for individual 2-day workshops is £495 (+ VAT)

(Cost includes refreshments, lunch and delegate materials).

Other courses offered by Quaestus Training Club:

2-day events

Effectiveness at Work
Influencing & Negotiating Skills
Interviewing Skills
Presentation Skills
Problem Solving & Decision Making
Project Management
Report Writing Skills

1-day events

Time Management Skills
Assertiveness Skills
Managing Positive Meetings
and look out for our other 'Specials'....

Course Design and Methodology

The two days will be very interactive and include a combination of:

- Practical leadership tasks
- DVD leadership cinema!
- 1-2-1 Co-Coaching
- Question & Answer sessions
- Lecturer input
- Group discussion
- Reflective learning
- Personal Action Plans

Pre-Work

Delegates should have completed a structured proforma that reviews their current role & responsibilities plus areas they wish to improve and/or seek advice on. Preparation also includes delegates to research & gather specific company information to be used during the team briefing module.

The pre-work will be used at relevant stages and participants should attend as prepared as possible.

The Trainer – Diane Whelan

Diane has a wealth of experience gained from roles both in management and training and development across a broad range of industries.

A graduate of the Universities of Hertfordshire, Thames Valley and Lancaster, Diane gained postgraduate qualifications in business and training management, and a Masters Degree in Management Learning. She is also a licensed practitioner of Myers Briggs and Belbin Interplace.

Diane is astutely business focused and has an ability to seek creative and flexible solutions to organisational and individual learning needs alike. She believes that delegates need to be involved, challenged but also have fun for training and development to be effective and is passionate about ensuring the transfer of learning to the workplace.

Diane lives in Wiltshire with her husband and two young daughters.