

workshops

*“If you want to empower your employees and improve their performance, **gluetogether** doesn't disappoint.”*



Personal Development

Influencing Skills

Do you cause things to happen? Or are you happy to do what 'they' want me to do? Are you too easily persuaded without questioning and probing the possible outcomes? Find out how you can influence others more effectively. Explore how your behaviour influences both individuals and larger groups and identify what you can do to really influence others behaviours.

Communicating Difficult Messages

We're all human and the majority of us find 'difficult' messages more difficult to say. Of course we can avoid it, blurt it out, make it humorous, make it everyone's problem or we can learn some simple and successful ways to raise the issues. If you want to be someone who 'nips things in the bud', deals with poor performance, mitigates misunderstandings this workshop will help you to develop the right words, deliver the message in a clear, concise and non threatening way.

Assertiveness

Are there times when you feel confident to challenge and push back? Congratulations, these are your moments of being assertive. In certain areas of your work and life you are comfortable with the situation and/or the person or people around you. BUT what about the other times when you feel unable to say "No". You may feel almost 'bullied' into doing things or you may find you have a stubborn streak and become agitated and even angry. These are not the times when you are behaving assertively. This workshop enables you to build on your assertiveness, giving you a greater level of self awareness and useful tools to support your assertive behaviours.

Creative Problem Solving

We are faced with many different tasks to complete every day, at work and at home. Some are like putting on a pair of old slippers whilst others look worse than the most cryptic of crosswords. That's when you need some creative tools to tackle the situation. It's a lot to cover in a short session so you will need to be creative in what you take away.

Building and Maintaining Business Relationships

It has always been important and advantageous to have great relationships with the people we work with, both within our place of work and the external

people we interact with to get our job done. Sometimes these are long term and other times just for a single result or project. Whatever the reason the better the relationship the more effective we are and the more we enjoy our role. This workshop will help you to improve your relationships with others and get better results and is just as relevant for you and your social relationships too.

Managing Conflict

Conflict is a necessary and every day occurrence. After all it would be a very static place if we all agreed with everything and everyone. So why is it that many of us find it daunting – to disagree. Are we worried about how it will affect the relationship, the atmosphere, other people or is it just that it's not in our nature to 'rock the boat'. If you fall under any of these descriptions then join in this workshop to find out how to get to grips with positive conflict and feel good about it.

Communication Skills - Key principles

Effective communication is a two way process so how come it often feels like it's one way! Effective communication means we listen, so how is it that we often don't hear or feel heard. Poor or lack of communication is probably the greatest cause of misunderstanding, poorly implemented tasks, feelings of resentment and many more. Communication is a fundamental skill, do it well and it will make improvements in numerous aspects of your role and life.

Negotiation Skills

Negotiation is not only required for sales people or procurement teams, although it is a vital skill for you, the best deal, the right price etc. It's also just as relevant when selling in an idea, challenging a difference of opinion, making a request, the things we do everyday. If some simple steps would help you to reach win/win more often this workshop will do just that.

Team Working

It's fun, it's inspiring, it's a bit competitive, if feels good, safe and a place I want to be – that's team working. Yes and the sum of the parts are greater than the whole, but only when all the parts are contributing. The workshop looks at some essential behaviours and characteristics of a team to enable all members of the

team to work together successfully. If you feel you are working in a team that is not working as a team, or if you feel out of your depth, disenfranchised or not part of the team this session will help you in your current situation and in the future when you find yourself part of a new team.

Time Management

Working late, skipping lunch? Doing everyone else's job as well as, or instead of your own? Feel as if you are being pulled in all directions? Unable or unwilling to say NO? Know how you are supposed to get on top of things but just don't seem to manage to? Say yes to any or all of these questions and its time you attended this workshop. This workshop will help you to understand how you currently manage your time, how you can take more control over situations and

people, identify ways to manage your workload and find more effective ways to cope.

Effective Meetings

Are you lonely, don't like working on your own, hate making decisions? Then call a meeting, the practical alternative to work! Well isn't that sometimes how they feel? This workshop helps you to identify when a meeting is the right forum, how to maintain control, keep it short, sharp and to the point and most important, achieve its purpose. Whether you are chairing the meeting or participating you will leave this session with some practical tools for effective meetings.

Management & Leadership Development

Leadership 1 - Definition and Style

We can all recognise effective leaders and will also have experienced how it is easier to lead some people than others. Is this because they can't be led or something about the style and skill of the leader? This workshop will help you to define the characteristics and skills of effective leadership, identify your preferred style and show you ways to develop and adapt to meet the needs of your team and the people you lead.

Leadership 2 - Getting the best from the team - Motivation

People, who are happy at work, work harder. How the leader inspires others, models good behaviour and gets the best from others is critical to everyone's success. On the flipside a de-motivated workforce does less, makes more mistakes, takes time off and is generally a 'problem' for the leader. If you have any 'problems' this workshop will provide you with an understanding of positive motivation at work and equip you with some practical guidance and tools on how to apply them to yourself, your team and others within your organisation.

Leadership 3 - Developing performance through coaching

Effective coaching is a key skill for all managers, so why do we see so little good coaching happening in the workplace? You only need to look at the top sports people to know the value of having a great coach. Learn the skills of good coaching and you can apply them to so many aspects of your life, your team, your colleagues, your spouse, your children, your friends. This is a very practical workshop and amongst other skills will teach the basics of the simple GROW model as developed by leading coaches Sir Graham Alexander and Sir John Whitmore of racing car fame.

Diversity

Imagine a world where harmony exists and everyone values the contribution and differences of others. You may not be able to influence the world, you can however significantly influence your team and your business. If respect is high on your list of values make sure this is how it feels for the people in your team. Understand what it means for others and the moral and legal implications surrounding diversity.

Continued...

Management & Leadership Development continued...

Engagement

Picture your workplace with everyone as excited, committed and dedicated to their jobs as they are to their personal passions and pursuits, outside of work? What are the simple things that you can do to make people feel more engaged at work? Learn the impact of your leadership on your team and borrow some tips from the experts.

Managing Change

Change is the new constant. Whether chosen or enforced, big or small, planned or unexpected change takes us all out of our comfort zones in one way or another. This workshop will help you understand change and the potential impact on you and others. It will give you practical ideas on how to implement change with the least amount of resistance.

Delegation

Is it quicker to do it yourself? Is it done accurately, efficiently and to your standards only when done by you? What stops you from delegating? Who could or should you be delegating to? This workshop will help you to understand the fundamentals of effective delegation, gain the many benefits and ensure you delegate the right job to the right person at the right time.

Objective Setting

It's a fact that those with clear goals and SMART objectives achieve more. Next time you are thinking about buying a car, notice how many you suddenly see on the roads. That's not an accident that's because you have a goal. It doesn't need to be a tedious task find out the practical and fun ways to set and achieve goals and objectives that bring the results you want.

Business Skills - Basic Finance

Many managers, while experts in your own field, are less comfortable understanding and managing the financial aspects of the business. If this is the way you feel, then this workshop is for you. It is a gentle but practical introduction to some financial concepts, terminology and techniques. It will also help you to understand the reasons behind some of the business decisions and controls, so that you can support and appreciate them.

The Performance Review Conversation

It seems like a chore and yet we know how important it is. This is the time to review performance, set goals and objectives, an opportunity to look at ways to produce even greater achievements and yet...? This workshop provides some key ways that will help you to improve your approach and your delivery and the outcome will be improved performance.

The Recruitment Interview

This is one of the most important tasks you will do in your business. You are choosing who you want to help you to build your company, get it right and they will be one of your greatest assets, get it wrong and at the very least it will cause you frustration, loss of productivity and time. At the worst it will cost you hours, money, loss of reputation and even customers.

Other subjects on request

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