**Workshops to enhance your potential - schedule**

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| **Date** | **Title** | **Objectives** |
| Tues 07/05Room 1009:30 – 12:30 | Self & Time Management | * Time Management
* Breaking down barriers to productivity
* Motivation and goal setting
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| Thurs 09/05Rowett9:30 – 12:30 | Stress Management and Workplace Resilience | * Understanding emotional intelligence
* Recognise personal stressors and how to manage these
* Developing resilience to be effective at work
* Exploring E.Q.
* Managing Stress
* Recognising stressors
* Techniques to manage stress.
* Exploring resilience and how this can help us be more effective at work
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| Tues 21/05Room 1009:30 – 12:30 | Influencing Skills | * Look at skills required to influence a team
* How to influence in a healthy and productive manner
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| Wed 22/05Room 1009:30 – 12:30 | Mentoring Skills | * Develop the knowledge required to have successful mentoring relationships
* Explore and use the skills to be an effective mentor
* Use active listening
* Use inciteful questioning
* Understand how to deal with difficult situations
* Utilise the opportunity to network with other mentors
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| Thurs 23/05Room 1009:30 – 12:30 | Effective Communication, Confident and Assertive Behaviour | * How to communicate effectively within your team
* Identify and adopt types of assertive behaviour
* Be more confident in your role
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| Wed 26/06Rowett9:30 – 12:30 | Leading Yourself and Creating Psychological Safety | * Assess the psychological safety of our own teams
* Explore strategies to lead a team in creating a psychologically safe workplace
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| Tues 05/09Online 9:30 – 12:30 | Introduction to Leadership and Management Session 1 | * Identify the difference between leading and managing people
* Understand the importance of Emotional Intelligence
* Use effective communication
* Understand how to motivate a team
 |
| Thurs 07/09Online 9:30 – 12:30 | Introduction to Leadership and Management Session 2 | * Identify the difference between leading and managing people
* Understand the importance of Emotional Intelligence
* Use effective communication
* Understand how to motivate a team
 |
| Tues 12/09Online 09:30 – 12:30 | Introduction to Leadership and Management Session 3 | * Identify the difference between leading and managing people
* Understand the importance of Emotional Intelligence
* Use effective communication
* Understand how to motivate a team
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| Wed 11/09Rowett9:30 – 12:30 | Mentoring Skills | * Develop the knowledge required to have successful mentoring relationships
* Explore and use the skills to be an effective mentor
* Use active listening
* Use inciteful questioning
* Understand how to deal with difficult situations
* Utilise the opportunity to network with other mentors
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| Wed 18/09Rowett9:30 – 12:00 | Mentee Training – How to get the most of your mentoring partnership | * Even with a well-seasoned, expert mentor, you will need to take ownership of your goals to optimise your mentorship experience.
* A highly effective mentee, communicates clearly and efficiently, is engaged, prepared, energising and finishes the tasks that have been discussed and agreed to.
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| Thurs 19/09Room 1009:30 – 12:30 | Delegating and Supporting Team Development | * Explore the benefits of delegation
* How to delegate confidently and to whom
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| Wed 02/10Rowett9:30 – 12:30 | Influencing Skills | * Look at skills required to influence a team
* How to influence in a healthy and productive manner
 |
| Tues 05/11Online 9:30 – 12:30 | Introduction to Leadership and Management Session 1 | * Identify the difference between leading and managing people
* Understand the importance of Emotional Intelligence
* Use effective communication
* Understand how to motivate a team
 |
| Thurs 07/11Online 9:30 – 12:30 | Introduction to Leadership and Management Session 2 | * Identify the difference between leading and managing people
* Understand the importance of Emotional Intelligence
* Use effective communication
* Understand how to motivate a team
 |
| Tues 12/11Online 09:30 – 12:30 | Introduction to Leadership and Management Session 3 | * Identify the difference between leading and managing people
* Understand the importance of Emotional Intelligence
* Use effective communication
* Understand how to motivate a team
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