**Workshops to enhance your potential - schedule**

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| **Date** | **Title** | **Objectives** |
| Tues 07/05  Room 100  9:30 – 12:30 | Self & Time Management | * Time Management * Breaking down barriers to productivity * Motivation and goal setting |
| Thurs 09/05  Rowett  9:30 – 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 |
| Tues 21/05  Room 100  9:30 – 12:30 | Influencing Skills | * Look at skills required to influence a team * How to influence in a healthy and productive manner |
| Wed 22/05  Room 100  9:30 – 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 |
| Thurs 23/05  Room 100  9:30 – 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 |
| Wed 26/06  Rowett  9:30 – 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 |
| Tues 05/09  Online  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 07/09  Online  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 12/09  Online  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 |
| Wed 11/09  Rowett  9:30 – 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 |
| Wed 18/09  Rowett  9:30 – 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. |
| Thurs 19/09  Room 100  9:30 – 12:30 | Delegating and Supporting Team Development | * Explore the benefits of delegation * How to delegate confidently and to whom |
| Wed 02/10  Rowett  9:30 – 12:30 | Influencing Skills | * Look at skills required to influence a team * How to influence in a healthy and productive manner |
| Tues 05/11  Online  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 07/11  Online  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 |
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