

Course Outlines - ONE DAY WORKSHOPS

Cost £25 per person per workshop

ALL are FULL DAY Workshops (Running 10am to 4.15pm)



Programme 10. Managing Change & Sustaining Motivation

Change management is fundamental to the management role, so therefore individuals need to understand how people react to change and how their behaviour reflects how they perceive what is happening to them during this period. No matter how small the change may be seen by others! Understanding what motivates individuals can help managers manage the changes happening and can help sustain the positive working relationships with staff. This workshop will provide them with the skills and knowledge necessary to apply techniques back in their workplace that can make all the difference to helping people cope with change.

- *Understanding the Change Transition Curve*
- *How Perceptions Influence how we Manage & Cope with Change*
- *Maintaining Effective Communication & Relationships*
- *Shaping Behaviours & Sustaining Motivation*

Programme 11. Managing Training including Implementing a Training Needs Analysis

Often overlooked by some managers, this management task has huge implications for the future workforce skills and competencies needed and the investment made in training and development. The workshop provides a framework for conducting a Training Needs Analysis (TNA) at an organisational level and provides individuals with the knowledge and practical skills to apply it in the workplace.

- *Importance & Context of Training*
- *Conducting a Training Needs Analysis*
- *Managing the Training Cycle*
- *Evaluation of Training and Measuring the Return on Investment*



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