

Calderdale College – Innovative Working

1. Commercial Awareness

Description: This module provides participants with an insight into commercial awareness. A range of strategies, techniques and tools to support commercial awareness are covered throughout the day.

Horizon scanning and situational analysis form a key part of this full day session. Participants will leave the session with a number of tools to implement back in the workplace.

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

2. Innovation, Research and Development

Description: This module focuses on a range of strategic planning tools to support the development of an innovative organisation. The day covers the following points:

- Planning tools to support innovation in strategy canvassing
- Measuring success
- Situational analysis and horizon scanning
- Developing the characteristics of an innovative workforce
- Linear, disruptive, value and TD/BU innovation
- Blue / Red Ocean Strategy
- Portfolio planning PMS
- Hype cycle, SCAMPER and Diffusion of Innovation

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

3. Creating and Enhancing Relationships

Description: This module supports participants in developing self-awareness, emotional intelligence and personal brand attributes. The session focuses on developing internal and external relationships.

Participants will reflect on their personal brand, and the impact this has on relationship development.

Results for employees

- Further develop relationships with internal and external customers.
- Develop an effective personal brand.

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

4. Managing Change

Description: The module explores the things that happen before, during and after change. It offers practical tools to make potentially difficult situations more manageable.

The following areas will be covered:

- Understanding of the impact of change
- Supporting and preparing for impending changes
- Managing others through changes in your workplace
- Getting buy-in; dealing with resistance
- Avoiding the 'tyranny of positivity'
- Managing your organisation through difficult changes
- Becoming an 'agent for change'
- Building and maintaining good working relationships
- Getting more creative with change solutions
- Gaining increased confidence and motivation in the workplace

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

5. Motivational and engagement skills

Description: This module is designed to develop participant awareness and understanding of motivational and engagement techniques. There is a key focus on the differences between motivation and engagement, alongside how to use these to develop a high performing working team.

- Understanding how to motivate self and individuals to perform in the workplace
- Understanding how to establish an effective team
- Developing Yourself and Others
- Leading and Motivating Teams

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

6. Developing your Team

Description: This module focuses on how to plan and deliver effective training in the workplace. The importance of equality, diversity, inclusion and differentiation are all emphasised throughout the session, whilst there is a focus on training meeting the needs of the organisations vision, mission and strategic direction.

Results for employees

- The knowledge, understanding and tools to plan and deliver effective training
- Confidence in planning and delivering effective training

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week

7. Conflict Management

Description: This session focuses on conflict management and resolution, with the aim of developing internal and external relationships. A broad range of tips, techniques and tools are covered throughout the session.

The following content will be covered:

- The causes of aggression and the effects on you and the people around you
- how to identify and successfully manage early warning signs and the key triggers of anger to manage hostility effectively
- Develop specific strategies for conflict resolution
- Recognise classic profiles of difficult people and strategies for handling them
- Pre-empt challenging situations and avoid escalating them further
- Develop communication skills designed to improve your delivery of bad or unpleasant news
- Recognise personality types with which you may clash
- Develop assertive skills and behaviours
- Handle aggressive behaviour
- Deliver negative feedback to a colleague or subordinate
- Give positive feedback
- Calm, angry, upset and unresponsive individuals

Non-Accredited.

Eight participants required to run a course.

Course delivery method: Group learning

Delivery location: Training provider premises

Course length: One day over one week