

## DMM Training and Development Ltd – Empowering Leaders

<b>Title of Proposed Programme</b>	<i>Management into Leadership Development Programme</i>
<b>Programme Content</b>	<p><i>NON ACCREDITED</i></p> <p>An Everything DiSC (Leadership or Management) Profiles to be carried out on each delegate. These provide the delegates with an insight into their own priorities, motivations, limitations and fears. Delegates would share their profiles with each other during the programme. This is a vital part of developing vulnerability based Trust, the first and most important behaviour of a successful cohesive team:</p> <p><b>Personal Leadership</b> Who we are + What we do = What we Get The impact of personal values and understanding the values and drivers of others Principles to build trust and credibility Relationship Map – understanding who we need to enable us to be successful</p> <p><b>Organisational Management</b> Breakthrough plan - challenges Shared vision, values - objectives</p> <p><b>The Challenge of Change</b> Adjusting our response patterns and our attitudes to change Mobilising change in the department</p> <p><b>Creating a Positive Mind-set</b> Principles to choose a different mind-set to conquer the effects of stress and worry</p> <p><b>Gaining Enthusiastic Co-operation</b> Principles on building trust and strengthening relationships Principles to win people to your way of thinking</p> <p><b>The Art of Delegation</b> A process for delegation Developing others to take on increased responsibility</p> <p><b>Coaching for Raised Performance</b> A process for coaching team members On-going team development</p> <p><b>Performance Management</b> A process for sharing goals, objectives and expectations Giving constructive feedback</p> <p><b>Communication to Lead</b></p>

	<p>Powerful business communication developing enhanced questioning and listening skills</p> <p><b>Handling Mistakes</b> A process for coaching individuals back on track, and maintaining commitment and motivation. A process to give constructive feedback, achieving a win-win</p> <p><b>Leading Effective Meetings</b> Ensuring that meetings achieve results, and focus on priorities Disagreeing agreeably</p> <p><b>Problem Analysis and Decision-Making</b> Problem-solving techniques to empower others to take responsibility.</p> <p><b>Innovation / Step Change</b> A process to run effective brainstorming workshops using Red and Green Light thinking techniques</p> <p><b>The Power of Recognition</b> Give meaningful positive feedback. Make people feel valued by the team and the organisation</p> <p><b>Motivation and Inspiration</b> How to create an environment where people choose to be motivated.</p>
<p><b>Course delivery method</b></p>	<p><i>Employer premises</i> <i>Third Party premises</i> <i>Any premises</i></p>
<p><b>Duration</b></p>	<p><i>6 Days</i></p>
<p><b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b></p>	<ul style="list-style-type: none"> <li>• A mechanism by which individual participants can understand their behaviours and decision making approaches;</li> <li>• A mechanism by which individual participants can understand how they influence others, especially their own teams;</li> <li>• An understanding of the learning and development process, specifically in terms of leadership;</li> <li>• Situational and inter-personal management techniques relevant to the organisation, department and work required;</li> <li>• Improve teamwork and cross functional understanding, basic continuous improvement in terms of management and leadership;</li> <li>• A shift from short term reactive styles to long term planning and more strategic decision making;</li> <li>• Sustained support and guidance over an extended period to ensure embedding of new techniques and behaviours;</li> <li>• Team based approach that encourages sharing, honesty and trust amongst participants;</li> </ul>

	<ul style="list-style-type: none"> <li>Formal evaluation tools for use by individuals in their development.</li> </ul>
<b>Target group of participants/Who should attend</b>	<p>Leadership Team            Snr Management Team            With a particular focus on women wishing to achieve a leadership position</p>
<b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b>	<p>The contents can be amended dependent on the employer's needs and number of participants, reducing/increasing the number length of day 9-5; 10-4; .</p>

<b>Title of Proposed Programme</b>	<i>Management Development Programme</i>
<b>Programme Content</b>	<p><b>NON ACCREDITED</b> An Everything DiSC (Management or Work Place) Profiles. These provide the delegates with an insight into their own priorities, motivations, limitations and fears. Delegates would share their profiles with each other during the programme. This is a vital part of developing vulnerability based Trust, the first and most important behaviour of a successful cohesive team:</p> <p><b>Personal Leadership</b> Who we are + What we do = What we Get The impact of personal values and understanding the values and drivers of others Principles to build trust and credibility Relationship Map – understanding who we need to enable us to be successful</p> <p><b>The Challenge of Change</b> Adjusting our response patterns and our attitudes to change Mobilising change in the department</p> <p><b>Creating a Positive Mind-set</b> Principles to choose a different mind-set to conquer the effects of stress and worry</p> <p><b>Gaining Enthusiastic Co-operation</b> Principles on building trust and strengthening relationships Principles to win people to your way of thinking</p> <p><b>The Art of Delegation</b> A process for delegation Developing others to take on increased responsibility</p> <p><b>Coaching for Raised Performance</b> A process for coaching team members On-going team development</p> <p><b>Effective Communication</b> Powerful business communication developing enhanced questioning and listening skills</p> <p><b>Handling Mistakes</b> A process for coaching individuals back on track, and maintaining commitment and motivation. A process to give constructive feedback, achieving a win-win</p> <p><b>Leading Effective Meetings</b> Ensuring that meetings achieve results, and focus on priorities Disagreeing agreeably</p> <p><b>The Power of Recognition</b></p>

	<p>Give meaningful positive feedback. Make people feel valued by the team and the organisation</p> <p><b>Motivation and Inspiration</b> How to create an environment where people choose to be motivated.</p>
<b>Course delivery method</b>	<p><i>Employer premises</i> <i>Third Party premises</i> <i>Any premises</i></p>
<b>Duration</b>	<p><i>3.5 days (1/2 days) 5 x ½ day 1 x fully day</i></p>
<b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b>	<ol style="list-style-type: none"> <li>1. A strong team of individual 'leaders' who are keen and willing to share their own knowledge and experience with their team member. Creating high performing teams delivering the results which are in line with the projections and expectations of the organisation</li> <li>2. A reduction of the 'silo' mentality. An increased awareness and acceptance of actions, behaviours, responsibilities and the impact of them of other areas</li> <li>3. An understanding and acceptance that everyone is valuable and has a part to play in the success of the company.</li> <li>4. A department with developed vulnerability based trust. Where open and honest constructive debate and discussions are part of the culture of the department – resulting in more innovative proactive problem solving and initiative</li> </ol> <p>A culture of coming to work with a positive and proactive attitude</p>
<b>Target group of participants/Who should attend</b>	<p>Existing Managers New To Management Succession Planning – expected to be Managers</p>
<b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b>	<p>The contents can be amended dependent on the employer's needs and number of participants, Fortnightly, weekly</p>

<b>Title of Proposed Programme</b>	<i>The <b>Open</b> Personal Leadership Development</i>
<b>Programme Content</b>	<p><i>NON ACCREDITED</i></p> <p>An Everything DiSC (Work Place) Profile is optional on this programme.</p> <p><b>Personal Leadership</b> Who we are + What we do = What we Get The impact of personal values and understanding the values and drivers of others Principles to build trust and credibility Relationship Map – understanding who we need to enable us to be successful</p> <p><b>The Challenge of Change</b> Adjusting our response patterns and our attitudes to change Mobilising change in the department</p> <p><b>Creating a Positive Mind-set</b> Principles to choose a different mind-set to conquer the effects of stress and worry</p> <p><b>Gaining Enthusiastic Co-operation</b> Principles on building trust and strengthening relationships Principles to win people to your way of thinking</p> <p><b>The Art of Delegation</b> A process for delegation Developing others to take on increased responsibility</p> <p><b>Coaching for Raised Performance</b> A process for coaching team members On-going team development</p> <p><b>Effective Communication</b> Powerful business communication developing enhanced questioning and listening skills</p> <p><b>Handling Mistakes</b> A process for coaching individuals back on track, and maintaining commitment and motivation. A process to give constructive feedback, achieving a win-win</p> <p><b>Leading Effective Meetings</b> Ensuring that meetings achieve results, and focus on priorities Disagreeing agreeably</p> <p><b>The Power of Recognition</b> Give meaningful positive feedback. Make people feel valued by the team and the organisation</p>

	<p><b>Motivation and Inspiration</b> How to create an environment where people choose to be motivated.</p>
<b>Course delivery method</b>	<i>Third Party premises</i>
<b>Duration</b>	<i>4 days (1/2 days)</i>
<b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b>	<p>An upskilled employee, who has raised awareness and understanding on how they lead themselves in a work place environment. An employee who has the confidence to know where they want to be and how they want to get there. Developed standard inter-personal skills, including management skills.</p>
<b>Target group of participants/Who should attend</b>	<p>Individual(s) of any level from any business who wishes to develop their personal leadership skills. Targeted at businesses that do not have sufficient learners to hold an in-house programme, but still want to provide the opportunity for employees to develop their soft skills.</p>
<b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b>	<p>No. This programme runs twice a year, in Knaresborough and follows the same structure. 6x1/2 day and 1 x full day</p>

<b>Title of Proposed Programme</b>	<i>Personal Leadership Development Programme</i>
<b>Programme Content</b>	<p><i>NON ACCREDITED</i></p> <p>An Everything DiSC (Work Place) Profile is optional on this programme.</p> <p><b>Personal Leadership</b> Who we are + What we do = What we Get The impact of personal values and understanding the values and drivers of others Principles to build trust and credibility Relationship Map – understanding who we need to enable us to be successful</p> <p><b>Creating a Positive Mind-set</b> Principles to choose a different mind-set to conquer the effects of stress and worry</p> <p><b>Gaining Enthusiastic Co-operation</b> Principles on building trust and strengthening relationships Principles to win people to your way of thinking</p> <p><b>X-Training</b> A process for training others Developing others to take on increased responsibility</p> <p><b>Coaching for Raised Performance</b> A process for coaching team members On-going team development</p> <p><b>Effective Communication</b> Powerful business communication developing enhanced questioning and listening skills</p> <p><b>Handling Mistakes</b> A process for coaching individuals back on track, and maintaining commitment and motivation. A process to give constructive feedback, achieving a win-win</p> <p><b>The Power of Recognition</b> Give meaningful positive feedback. Make people feel valued by the team and the organisation</p> <p><b>Motivation and Inspiration</b> How to create an environment where people choose to be motivated.</p>
<b>Course delivery method</b>	<i>Employer premises Any premises</i>

<b>Duration</b>	<i>2.5 days (half days)</i>
<b>What are the perceived business benefits of the proposed training and what are the outcomes for the business</b>	More aware members of staff, who have the self -motivation to take responsibility and ownership. A raised awareness of the importance of relationships in the workplace and a positive attitude. Main outcomes are more productivity and cohesiveness across the teams, building productivity due to a better understanding of self and others.
<b>Target group of participants/Who should attend</b>	Junior members of staff, who are starting out in their careers and the employer wants to raise their awareness in how to be professional and a team player.
<b>Is there opportunity for delivery to be flexible dependent upon the needs of individual learner/employer</b>	The contents can be amended dependent on the employer's needs and number of participants, Weekly or fortnightly