





Learning Workshops




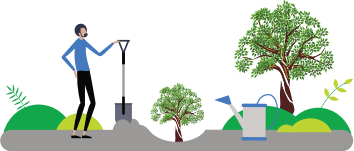
The purpose of education is to replace an empty mind, with an open one.


Malcolm Forbe


Workshop Title	Key themes covered in this workshop	Skills focus
<p>Leading a High Performing Team (2 consecutive days)</p>  <p><i>2-day leadership development workshop for managers, supervisors, leading hands & future leaders.</i></p> <p>8am - 4pm</p> <p><i>Optimal number of attendee's: 12-16</i></p>	<ul style="list-style-type: none"> - Leadership is influence (the power of our stories) - Taking a group of diverse individuals, and forming a high performing team - Balancing "People/Engagement & Process/Compliance" to deliver better business results (Quality, Safety, Cost & Delivery) - Power <i>with</i>, not power over people - Getting results without bullying - Adapting your 'Communication Style' - to work effectively with different people - The 5 Steps of Performance Leadership leading to high engagement / high performance: <ol style="list-style-type: none"> 1. Agree on the end goal (where and why?) 2. Agree who/what/when? 3. Give & receive performance feedback 4. Remove obstacles to performance through coaching 5. Acknowledge people's effort <p><i>*Note: This workshop focuses mainly on steps 1-3</i></p>	<p>Reading people patterns</p> <p>Talking patterns</p> <p>Listening to understand</p> <p>Asking questions with purpose</p> <p>Planning to give performance feedback</p> <p>Leading team problem solving</p> <p>Holding people accountable</p>


Workshop Title	Key themes covered in this workshop	Skills focus
<p>Leading a High Performing Team</p> <p style="text-align: center;">+</p> <p style="text-align: center;">(1 Day)</p>  <p><i>1-day leadership development workshop for people who have completed 'Leading a high Performing Team' (days 1-2).</i></p> <p><i>This workshop focuses on steps 3 and 4 of the Performance Leadership cycle - feedback and coaching as key leadership skills.</i></p> <p style="text-align: center;">8am - 4pm</p> <p style="text-align: center;"><i>Optimal number of attendee's: 12-16</i></p>	<ul style="list-style-type: none"> - Leading in a VUCA world (volatile, uncertain, complex, ambiguous) - Growing: Knowledge - Understanding - Wisdom - Leading Health, Safety and Wellbeing (risk tolerance and perception: challenging attitudes) - Creating 'psychological safety' - through leading a learning culture rather than a blame culture - Many minds are better than one: using problem-solving to develop your team - Giving performance feedback - Coaching using The Journey Map and SHARK tool i.e. skills, habits, attitudes, resources, knowledge - Time traders - time is a most limited resources (allocate it well!) 	<p>Self & Others' awareness</p> <p style="text-align: center;">Coaching</p> <p>Strengthening communication</p> <p>Time prioritisation & allocation</p> <p style="text-align: center;">Leading wellbeing</p> <p>Problem-solving & decision-making tools</p>


Workshop Title	Key themes covered in this workshop	Skills focus
<p>“Leading a Performance Culture” (2 consecutive days)</p>  <p><i>(Note: It is recommended that attendees complete ‘Leading a High Performing Team’ before attending this workshop).</i></p> <p><i>This is phase one of a 3-day leadership development workshop for leaders, focussing on strategies to deliberately grow your preferred workplace and team culture</i></p> <p><i>8am – 4pm</i></p> <p><i>Optimal number of attendee’s: 12-16</i></p>	<ul style="list-style-type: none"> - Leadership DNA - moving beyond transactions to transformation <i>“It has to start with me”</i> - A lesson from Frankenstein: The principle of Control and Responsibility - Clarity: what are we wanting to cultivate? How do we do it? - Team development: Forming , Storming, Norming, Performing <ul style="list-style-type: none"> - Strategic - Tactical - Operational (STO) Leadership: stay in your “Greatest Value Contribution” (GVC) lane! - Organisational/Team health - <i>measuring and improving the health of your workplace</i> <ul style="list-style-type: none"> - Above/Below the line: Patterns of Powerlessness - How to stop being a dysfunctional team - grow trust and learn candour - Johari Window: the power of disclosure and feedback <p>Takeaway: Leadership Initiatives to grow your preferred workplace culture - application assignment to complete between day 2 and day 3</p>	<p>Visioning</p> <p>Seeing with different lenses</p> <p>Self-awareness</p> <p>Others’ awareness</p> <p>Leading a change process</p> <p>Talking patterns</p> <p>Listening to understand</p> <p>Asking questions with purpose</p> <p>Feedback & coaching</p> <p>Fighting fair</p>


Workshop Title	Key themes covered in this workshop	Skills focus
<p data-bbox="143 331 667 370">“Leading a Performance Culture”</p> <p data-bbox="385 389 450 427">+</p> <p data-bbox="360 443 450 481">(1 day)</p>  <p data-bbox="125 823 685 935"><i>1-day leadership development workshop for people who have completed ‘Leading a performance culture’ (days 1-2).</i></p> <p data-bbox="125 979 685 1168"><i>This is phase two of a 3-day leadership development workshop for leaders, focussing on strategies to deliberately grow your preferred workplace and team culture</i></p> <p data-bbox="327 1216 483 1254">8am - 4pm</p> <p data-bbox="152 1292 654 1331"><i>Optimal number of attendee’s: 12-16</i></p>	<ul style="list-style-type: none"> <li data-bbox="757 328 1615 363">- Check in: Culture assignments and impact (following Day 1-2) <li data-bbox="786 405 1585 440">- Applying <i>The Journey Map</i> to our team and organisation <li data-bbox="734 485 1641 558">- Sigmoid curve: Nothing improves itself with deliberate attention; leaders refresh, reinvest, revitalise, reinvent <li data-bbox="734 603 1641 676">- The Processing Plant: This tool will turbo charge your ability to be self-responsible, to audit, own or change the results you generate <ul style="list-style-type: none"> <li data-bbox="757 721 1615 833">- Change leadership: People don’t hate change: they hate imposition and uncertainty: understanding how to lead people through change is an essential part of the leaders skill set <li data-bbox="779 877 1592 951">- Growing emotional intelligence - in ourselves and actively encouraging it in our people <li data-bbox="741 995 1637 1069">- Motivation is not a one size fits all situation - having a toolkit of motivational strategies really helps <ul style="list-style-type: none"> <li data-bbox="819 1114 1554 1187">- Strategic - Tactical - Operational Leadership: stay in your “Greatest Value Contribution” (GVC) lane! <li data-bbox="965 1232 1406 1270">- Conversations change cultures 	<p data-bbox="1839 328 1973 363">Visioning</p> <p data-bbox="1715 405 2096 440">Seeing with different lenses</p> <p data-bbox="1794 485 2011 520">Self-awareness</p> <p data-bbox="1771 564 2033 600">Others’ awareness</p> <p data-bbox="1720 644 2085 679">Leading a change process</p> <p data-bbox="1787 724 2018 759">Talking patterns</p> <p data-bbox="1738 804 2067 839">Listening to understand</p> <p data-bbox="1693 884 2112 919">Asking questions with purpose</p> <p data-bbox="1753 963 2051 999">Feedback & coaching</p>


Workshop Title	Key themes covered in this workshop	Skills focus
<p data-bbox="210 331 595 405">"Risk Revolution - Protecting what we value"</p> <p data-bbox="360 456 450 485">(1 day)</p>  <p data-bbox="120 756 685 826"><i>It's a shame to have to lose something to find you valued it.</i></p> <p data-bbox="129 874 676 1059"><i>This workshop encourages leaders and team members to adopt a 24/7 attitude of protecting what we value through values clarification and a focus on living life well!</i></p> <p data-bbox="174 1152 560 1222">1 Day Leadership Workshop 8am - 4pm</p> <p data-bbox="129 1267 631 1299"><i>Optimal number of attendee's: 12-16</i></p>	<ul style="list-style-type: none"> <li data-bbox="831 331 1541 363">- We go to work to create quality of life - not lose it! <li data-bbox="801 408 1570 440">- Attitudinal Optometry Test (check up from the neck up) <ul style="list-style-type: none"> <li data-bbox="1055 488 1317 520">- Risk literacy: 24/7 <li data-bbox="864 564 1615 676">- Self-awareness of our risk perception and tolerance - What should we really be wary of? Pumpkins, rote patterns, overload, meaninglessness... <li data-bbox="831 724 1541 756">- Safety 1 & Safety 2 thinking - reactive to proactive <ul style="list-style-type: none"> <li data-bbox="1043 804 1328 836">- Values clarification <li data-bbox="842 884 1536 948">- Time - a precious resource so number your days... protect what is precious! <li data-bbox="730 995 1637 1059">- SYSTEM: balancing "People/Engagement & Process/Compliance" to deliver better team/business results <ul style="list-style-type: none"> <li data-bbox="949 1117 1424 1149">- Strategic - Tactical - Operational <li data-bbox="797 1155 1576 1187">Understanding <i>Line of sight</i> from board room to frontline <li data-bbox="786 1235 1588 1267">- If you can lead (influence) in H&S, you can lead anywhere 	<ul style="list-style-type: none"> <li data-bbox="1715 331 2092 363">Seeing with different lenses <li data-bbox="1794 408 2011 440">Self-awareness <li data-bbox="1771 488 2033 520">Others' awareness <li data-bbox="1720 564 2085 596">Leading a change process <li data-bbox="1749 644 2056 676">Situational awareness <li data-bbox="1783 724 2022 756">Circles of concern <li data-bbox="1832 804 1973 836">Resilience <li data-bbox="1756 884 2049 916">Personal health audit

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<p data-bbox="181 328 629 400">“Pressing the right Buttons - Communication Styles” Toolkit</p> <p data-bbox="360 451 450 483">(1 day)</p>  <p data-bbox="114 703 696 930"><i>This workshop will help you to read people patterns, your own and the people around you! Choosing to adapt your communication style to meet another person's style is an effective way to influence others - at work or at home.</i></p> <p data-bbox="293 979 517 1051">1 Day Workshop 8am - 4pm</p> <p data-bbox="152 1091 658 1123"><i>Optimal number of attendee's: 16-20</i></p> <p data-bbox="125 1169 685 1241"><i>We can offer ½ day workshops for teams - and facilitate 2 of these per day</i></p> <p data-bbox="152 1281 658 1313"><i>Optimal number of attendee's: 16-20</i></p>	<ul style="list-style-type: none"> <li data-bbox="954 328 1417 360">- People are different - not wrong <li data-bbox="763 405 1610 477">- Humans are more than our surface level behaviours: reading patterns (the iceberg) <li data-bbox="752 521 1621 593">- Conversations change cultures...are we speaking with, or past each other? <li data-bbox="786 638 1588 670">- Clarifying what we both want...drawing the same picture <li data-bbox="1005 715 1368 746">- Reading people patterns <li data-bbox="842 791 1532 823">- Making a choice to adapt my style to meet yours <li data-bbox="801 868 1572 900">- Emotional intelligence - making it safe for others to be <li data-bbox="801 944 1572 976">- Our strengths pushed too far, become our weaknesses <li data-bbox="813 1021 1561 1053">- To enhance or diminish others? <i>That is the question...</i> 	<ul style="list-style-type: none"> <li data-bbox="1794 328 2011 360">Self-awareness <li data-bbox="1771 405 2033 437">Others' awareness <li data-bbox="1783 481 2022 513">Reading patterns <li data-bbox="1693 558 2112 630">Adapting your communication style <li data-bbox="1783 675 2022 707">Reducing conflict <li data-bbox="1749 751 2056 823">Managing my default weaknesses <li data-bbox="1771 868 2033 900">Talking awareness <li data-bbox="1749 944 2056 976">Emotional intelligence

Workshop Title	Key themes covered in this workshop	Skills focus
<p style="text-align: center;">"Honing our Craft" Facilitation & Presentation Skills (2 consecutive days + 1 day)</p>  <p><i>This programme is focussed on the skills of on-job tutors, trainers, H&S reps and leaders who teach, present or run meetings.</i></p> <p><i>The ability to engage/ lead a learner from novice to work ready, to competent and even mastery is a critical element in the success of your business.</i></p> <p>2 Day Workshop + Design/practice homework and 1 Day follow up/presentations 8am - 4pm</p> <p><i>Optimal number of attendee's: 8-12</i></p>	<ul style="list-style-type: none"> - A lever and a place to stand concept (tools and positioning) <li style="padding-left: 40px;">- Leading through facilitating learning - The tribe - The medicine man/woman - The chief <li style="padding-left: 40px;">- How we learn (ERIA) <li style="padding-left: 40px;">- The myth of intelligence - Use the 'Work readiness tool' to determine whether to focus on skills development or motivation - Influencing attitudes - engaging individuals - neuroscience of RAS <li style="padding-left: 40px;">- Designing a learning plan <li style="padding-left: 40px;">- Hot tips for making learning fun <li style="padding-left: 40px;">- The art of asking purposeful questions 	<ul style="list-style-type: none"> Self-awareness Others' awareness Reading patterns Adapting your communication style Influencing attitudes Designing learning plans VAK - Learning styles State changes Giving & receiving feedback

Workshop Title	Key themes covered in this workshop	Skills focus
<p>"Welcome to the Global Village" Cultural awareness & appreciation</p> <p>(1 day)</p>  <p>Cultural perspectives affect the dynamics of teams - and organisational performance every day. This workshop is designed to be informative, interactive and a learning experience which enhances respect and reduces threat and mistrust.</p> <p>1 Day Workshop 8am - 4pm</p> <p><i>Optimal number of attendee's: 12-16</i></p> <p>*Please ensure your selection of participants is 'multicultural' i.e. a mix of ethnicities</p>	<ul style="list-style-type: none"> - Our "Worldview" comes from <u>our</u> world: So, what does <u>normal</u> mean? <ul style="list-style-type: none"> - Shifting from dualistic thinking (either/or) to contemplation - Culture circles - getting beyond surface level judgements of people - Culture shock - symbols, language, gestures, food and meaning <ul style="list-style-type: none"> - Culture clash - sensitivities when values differ - Invitation: choose curiosity over stereotyping (thin end of the wedge) <ul style="list-style-type: none"> - Creating a <i>shared culture</i> in our global village <p>Tools to enhance cross-cultural communication:</p> <ul style="list-style-type: none"> ▪ Flash word bank (acronyms) - <i>the need to create shared meaning</i> ▪ Culture circles: understanding behaviours/values/beliefs ▪ Listening to understand - what does respect look like ▪ Cultural compass - navigating difference in values 	<p>Self-awareness</p> <p>Others' awareness</p> <p>Reading patterns</p> <p>Developing empathy</p> <p>Adapting your communication style</p> <p>Listening to understand</p> <p>Appropriate disclosure</p>

Workshop Title	Key themes covered in this workshop	Skills focus
<p align="center">“People, Power & Position” Coaching through disagreement and conflict (1 day)</p>  <p>Unresolved conflict in a team can fester into a toxic under-current, affecting the way people treat each other, team dynamics and performance...and morale.</p> <p>Managing sensitive perspectives, disagreement and conflict is an inevitable part of leading a team... Being equipped with some core skills really helps!</p> <p>- 1 Day Workshop 8am - 4pm <i>Optimal number of attendee's: 12-16</i></p>	<ul style="list-style-type: none"> - Perspectives on People - Power - Position - Teams and organisations (and couples) need to be able to disagree... - The role (position) of a coach/mediator - Caution: The “Righting Reflex” - Make the problem the problem - coach the person - “Being Human” - the iceberg model - Spiders & webs - getting beyond the trigger, to the source - The elephant & the rider (time for a software upgrade) <p>Skill strategies for creating psychological safety:</p> <ul style="list-style-type: none"> ▪ Listening on the right channel ▪ Choosing the language (partnership) <ul style="list-style-type: none"> ▪ Reflecting the feelings ▪ Flipping 'brick wall' statements (stop enabling...) ▪ De-escalation - responding to inflammation 	<ul style="list-style-type: none"> Positioning Reading patterns Self-awareness Others awareness Listening to understand Listening to gain information Listening to give affirmation Listening to respond to inflammation Questioning with purpose

Workshop Title	Key themes covered in this workshop	Skills focus
<p data-bbox="174 325 678 360">“Leading resilience and wellbeing”</p> <p data-bbox="383 403 470 435">(1 day)</p>  <p data-bbox="147 788 703 858">Our world has been described as VUCA <i>Volatile-Uncertain-Complex-Ambiguous.</i></p> <p data-bbox="147 884 707 1070">As leaders in business, we have the opportunity to ‘Be the calm in the storm’ and encourage our team members to find their own balance through practicing proven strategies for relieving stress</p> <p data-bbox="226 1153 629 1185">- 1 Day Workshop 8am – 4pm</p> <p data-bbox="181 1206 674 1238"><i>Optimal number of attendee’s: 12-16</i></p>	<ul style="list-style-type: none"> <li data-bbox="1010 325 1464 357">- What’s your problem: reframing <li data-bbox="920 403 1559 435">- Our little box of stories...helping or hindering? <li data-bbox="927 483 1552 515">- Ringfencing: What a difference a day makes <li data-bbox="913 563 1565 595">- Theory of constraints: categorising challenges <ul style="list-style-type: none"> <li data-bbox="1016 643 1458 675">- Make the problem the problem <li data-bbox="987 722 1487 754">- “Being Human” – Circles of concern <li data-bbox="972 802 1503 834">- Change your view: change your world <li data-bbox="987 882 1487 914">- Values clarity: check the price tags <li data-bbox="786 962 1693 1026">- Time to be honest: Life is made up of good times and challenging times <ul style="list-style-type: none"> <li data-bbox="949 1074 1529 1106">- The elephant and the rider: clear thinking <li data-bbox="808 1153 1666 1185">- ASH Resilience model: I get knocked down, but I get up again <li data-bbox="801 1233 1673 1265">- Strategies to stop making excuses, blaming and being a victim 	<p data-bbox="1816 325 2056 357">Reading patterns</p> <p data-bbox="1827 403 2045 435">Self-awareness</p> <p data-bbox="1809 483 2063 515">Others awareness</p> <p data-bbox="1850 563 2022 595">Ring fencing</p> <p data-bbox="1865 643 2007 675">Reframing</p> <p data-bbox="1783 722 2089 754">Practicing acceptance</p>

Appendix 1. The 5 key elements of a ‘High Impact Learning Initiative’¹:



The conditions which enable the successful transfer of knowledge to action must be seen as a process, not a one-off event (like a workshop).

Engagement of upline leaders	Clear Work Application	Clear link to business goals	Practice and feedback	Clear WIIFM for learner
<p>A clear learning expectation is set and supported by senior leaders - ensuring that middle tier leaders will show interest and provide support to the learners who report to them</p> <p><i>Evidenced in ongoing conversations between the learner and their upline leader around progress, growth and any challenges they are facing</i></p>	<p>Workshop conversations will be application focussed - with a clear link back to the learner’s role and responsibilities</p> <p><i>Learners will have a clear understanding of what they will practice back at work</i></p>	<p>Create a clear <i>line of sight</i> between what a person does in their work role, and how this contributes to the wider business goals</p> <div data-bbox="958 756 1205 922" data-label="Diagram"> </div> <p><i>Develop the learners understanding of the link between the strategic - tactical and operational focus of the business</i></p>	<p>The learner and their upline leader have agreed on performance goals - and a timeline for regular progress chats</p> <p><i>Regular check-in conversations happen to discuss what’s going well and what needs to be improved</i></p>	<p>A clear ‘What’s in it for me’ from the <u>learner’s perspective</u></p> <p><i>Pay people fairly (to take the issue of money off the table) - then focus on:</i></p> <ul style="list-style-type: none"> • Autonomy: a sense of contribution to something bigger than ourselves (purpose) • Belonging: Identity in group • Mastery - opportunities to master a skill

About Life will work with you to develop these cultural elements into any learning interventions.

¹ ‘Improving performance through learning’ - Prof Robert Brinkerhoff