

# Training overview Applied Knowledge

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These are virtual inhouse courses. All courses can be made bespoke if required and classroom options are available. Speak with your Thomas Consultant for scheduling options and pricing.

### Teams – 3 hours Learning Objectives

- > Explore what makes a high performing team
- > Understand behavioural preferences that relate to you, and others in your team
- > Consider how to improve results when working with others by modifying your behaviour
- > Understand the behavioural profile of the team

### Assertiveness Skills – 3 hours

### **Learning Objectives**

- > Learn how to stand up and make your voice heard the right way!
- > Understand the differences between aggressive, passive and assertive behaviours.
- > Gain insight into managing awkward conversations more confidently.
- > Say no (the right way!) and ask for what you want confidently.
- > Give meaningful and effective feedback, to boost your personal impact.
- > Close conversations effectively.

## Sharpening Communication Skills - 3 hours

### **Learning Objectives**

- > Gain insight on why communicating effectively is important.
- > Understand how communication works.
- > Understand your own communication style, and that of others.
- > Recognise the barriers to effective communication, how to get it back on track.
- > Become behaviourally agile.
- > Perform to your absolute potential by working with others effectively.

### Intelligent selling – 6 hours Learning Objectives

- > Explore current sales landscape.
- > Discuss the ideal behavioural attributes of the sales role.
- > Explore the psychology of what clients want from their relationship with you.
- > Develop strategies for modifying your behaviour with different clients.
- > Understand how to approach challenging client conversations.
- > Gain insight into how emotional intelligence can be the difference to personal effectiveness.

# Managing Conflict at Work - 3 hours

### **Learning Objectives**

- > Understand how to manage conflict in the workplace
- > Know your own communication style and that of others.
- > Recognise what triggers conflict, the role of emotions in conflict & how to manage it.
- > Avoid frustration and hindered growth.
- > Learn how to avoid the negative impact conflict can have on you as an individual.



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### Improving Personal Performance – 3 hours Learning Objectives

- > Become aware of your own behaviours the strengths and challenges of your profile and how your choices may affect those around you.
- > Recognise and understand the behaviours of others so you can adapt your style accordingly.
- > Understand the impact of motivation.

### **Unlock the Leader Within - 6 hours**

### **Learning Objectives**

- > Recognise the difference between leadership and management and know when to step in or out of the shoes of either.
- > Discover your preferred leadership style and learn how to modify your behaviour depending on the person or situation.
- > Review your emotional intelligence blueprint against the leadership requirements.
- > Set personal objectives to drive your impact as an effective leader.

# **Developing Leadership Potential** – 6 hours Learning Objectives

- > Understand what potential is and how it can be developed.
- > Explore the importance of leadership skills, regardless of your role level.
- > Discover how your personality traits shape your leadership potential.
- > Explore techniques to enhance self-awareness and build upon your potential.
- > Build a personal action plan for your own self-development.

# Foundation Management - 6 hours

### **Learning Objectives**

- > Increase self-awareness and understand personal strengths and limitations.
- > Learn effective techniques to modify behaviour and communication style to manage more effectively.
- > Understand the potential adverse impact of unconscious bias and how to encourage diversity in teams.

## Intermediate Management - 6 hours

### **Learning Objectives**

- > Understand how to manage your emotions and those of your team, and to build confidence handling stressful situations.
- > Review your emotions intelligence blueprint against the requirements of leadership.

# Advanced Management - 6 hours

#### **Learning Objectives**

- > Understand what potential is and how it can be developed.
- > Discover how your personality shapes your potential as a leader.
- > Learn techniques to enhance self-awareness and build on your leadership traits.



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### Feedback Upskilling (self-learning) - 2 hours Learning Objectives

- > Understand the purpose of feedback and general feedback processes.
- > Learn how to have better feedback conversations.
- > Know which questions to ask particularly with a challenging candidate.
- > Discover feedback best practise.

### Click here to get early bird access!

### Understanding & Developing Resilience – 6 hours Learning Objectives

- > Identify what resilience is and how it helps us react to challenging situations in a healthy way.
- > Describe the components of emotional agility.
- > Construct practical strategies for enhancing your personal resilience.
- > Construct practical strategies for enhancing the resilience of your teams.

### **Customized Course**

Speak with your Thomas consultant for options and pricing.