



Developing Yourself and Others

Aims

This 1-day course is designed to enhance knowledge and understanding of developing self and others as required by a practising or potential first line manager to achieve organisational objectives.

Objectives

By the end of this course you will be able to

- Use at least one simple technique for identifying own development needs and the development needs of other members of the team
- Identify own learning style(s) and the learning style(s) of other members of the team
- Briefly analyse learning/development options to meet need(s) of self and others
- Identify barriers to learning and explain how these barriers can be overcome
- Identify support mechanisms for the development of self and others
- Describe methods used to monitor the development of self and others

Who Should Attend

Any manager or supervisor who has a responsibility for developing themselves and their team.

Course Content

- Use of job description, matching to own CV
- Personal SWOT analysis
- Organisation's objectives and development plans and significance for own development
- Obtaining feedback on performance from line managers and colleagues
- Simple training needs analysis — using outcomes of SWOT and PESTLE analyses
- Identification of preferred learning styles
- The importance of taking responsibility for own personal development
- Value of learning and the importance of encouraging a commitment to learning
- Identification of potential development opportunities
- Barriers to learning, and methods to overcome them
- Development plans including timescale and resource implications
- Available support mechanisms
- How to compile learning logs and records of activities
- Methods to plan and monitor learning
- Methods to review and evaluate progress
- How to revise development plans

Duration

1 Day