

FLEXIBLE WORKFORCE DEVELOPMENT FUND – COURSE TEMPLATE

Full Programme Title

Personal Development & Team Dynamics

100 Word Overview

This training will take a look at intrapersonal skills – how we relate to ourselves and interpersonal skills – how we relate to other people. We will learn the importance of self-awareness and how to adopt a growth mindset. We will have a look at effective communication and communication styles. We will also explore how to work well in a team and the various team roles that people take on. By the end participants will feel better equipped to cope with challenges and constraints that they might come across when working with other people and will be motivated to proactively strive towards continuous self-improvement.

Objectives of the Programme

(NB these objectives will be used to measure learner's existing knowledge in this area prior to commencement of training and upon completion of training as evidence of distance travelled)

- Understand the role of self-awareness in the workplace.
- Distinguish between a fixed and growth mind-set.
- Identify personal barriers and beliefs that may be holding back professional/personal development.
- Develop strategies to overcome barriers and setbacks in order to reach goals.
- Recognise the importance of interpersonal skills.
- Identify the need for clear and effective communication.
- Recognise barriers to communication and establishing approaches to overcome them.
- Compare and identify the various roles and skills of team members in building effective teams.
- Define methods of managing conflict within a team and wider workplace.
- Determine own communication style and team role.
- Develop strategies while interacting with styles and roles that are unlike our own to ensure maximisation of individual and team performance.

Awarding Body

College certificated

SCQF Level

N/A

Benefits to Employers

- Enables employees to successfully deal with the any changes, requirements, challenges and opportunities of their role.
- Promotes a culture of transparency, trust and effective communication across all levels of the company.
- Improves performance due to clearer communication channels, conflict resolution, efficient team working and increased motivation.
- Employees will be more open and confident in taking up opportunities for professional development that will help to increase staff morale and performance.
- Encourages a collaborative work-ethic which is a sign of a high-functioning team allowing for information to be transferred seemingly.
- Establishes a premise that there is always a capacity for improvement and will allow employees to take a proactive approach to working towards optimal performance.

Benefits to Employees

- Increased motivation to reach goals.
- Increased self-awareness and knowledge of strength and weaknesses.
- Promotes a positive mind-set and helps to build resilience to setbacks.
- Develops interpersonal skills which will enable individuals to build and manage their working relationships effectively.
- More comfortable dealing with any conflict in the workplace.
- Creates a space for mutual exchange of ideas, information and skills that will allow sharing of best practice.
- More equipped with strategies to improve communication and team working.

Duration

2 days

Maximum Learner Numbers

20 for face to face delivery

Employer Premises Delivery

Yes