

Planning and Organising Increasing efficiency through forward planning

This module looks at understanding and developing the tools and behaviours to unlock the potential within your team. Participants will develop their skills and behaviours to lead and develop a successful team as well as understand the stages of team development and team dynamics so that they can use the appropriate leadership style.



Workshop outline

- Identify the characteristics of high performing teams
- The balance and relationship between Productivity and Motivation
- Team development cycle
 - Establishing team norms vision and values
 - Establishing Roles and Responsibilities
- Resolving Conflict and steer the team to a collaborative way of working by building trust and respect
- How to set team goals and motivate the team as well as individuals that improve overall performance
- Team dynamics and be able to recruit effectively to provide balance and strength to the team
- Time Stealers

Workshop Outcomes

- | | |
|------------------------------|-----------------------------------|
| • Planning and Organising | • Delegation |
| • Problem Solving | • Earning Respect |
| • Influencing and Persuading | • Understanding Leadership styles |
| • Motivating Teams | • Leadership Skills |
| • Setting SMART objectives | |

Katie Day



As a guest lecturer of Business Etiquette at Warwick Business School, Katie is highly regarded in the fields of Equality, Personal Branding, Cultural Awareness and leadership. She is a qualified Executive coach with the European Coaching Federation.

Her background is predominantly in the global banking working with the European Bank for Reconstruction and Development from 1995 to 1999. In 1999 Katie joined Business in the Community working primarily with London city clients on Diversity issues, specialising in gender diversity.

Katie also worked with clients on their corporate social responsibility agenda for 6 years.

Katie's clients include Kent County Council, The Bank of England, The National Archives and Inmarsat Global.

Katie is passionate about bringing positive change to all individuals whatever their background.