



## GET THE VERY BEST OUT OF YOUR TEAM BY LEADING, MANAGING & DEVELOPING YOUR PEOPLE AND BUSINESS EFFECTIVELY

We are looking forward to welcoming you to the above Workshop Programme, commencing on **Thursday 17<sup>th</sup> November 2011**.

<b>Workshop 1</b>	Thurs 17 <sup>th</sup> November 2011
<b>Workshop 2</b>	Thurs 12 <sup>th</sup> January 2012
<b>Workshop 3</b>	Thurs 9 <sup>th</sup> February 2012
<b>Workshop 4</b>	Thurs 8 <sup>th</sup> March 2012

**Venue:** [New Place, Shirrell Heath, Southampton, SO32 2JY](#) Tel: 0844 980 2315

Please arrive for **9.15am** for refreshments, the workshop will start at 9.30am and will finish by 4.15pm.

### Advance Preparation:

- Look over the attached information and prepare any questions
- Consider how you will **measure the impact** of this Workshop Programme?
- Note down **3 things** that you would personally like to change or continuously improve in terms of the way you: a) **Lead** b) **Manage** and c) **Develop** people.

### You Should Bring:

- Yourself ! - dress casual & comfortable if you prefer
- Your own pen, paper & anything else that will help you to feel at home!
- Your preparation sheet (attached)
- Your sense of fun & a positive "can-do" attitude

### TRAYN4SYNERGY

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**Web-Site:** [www.trayn4synergy.co.uk](http://www.trayn4synergy.co.uk)

## Comfort Factors:

- Tea/Coffee will be provided **on arrival at 9.15am** and during the course of the day. A light lunch will be served at 12.30pm.
- If you have any **special dietary requirements**, please let us know prior to the event.
- Delegates are politely asked to **switch off mobile phones** during the workshop sessions.

## Overall Objectives:

- To provide delegates with the Knowledge, Skills and Behaviours **to get the very best out of people and improve business and team performance.**
- To provide an environment for sharing ideas, experiences, & learning with other delegates.
- To enjoy your time away from the workplace.
- To think about what specific steps you will take outside of the 4 workshops and provide opportunities to reflect and action plan individual goals.

## Workshop Ethos:

- **We start on time!** It will be a busy programme, so please be ready to arrive for 9.15am for tea/coffee and we will start each workshop at 9.30am and **return promptly after each comfort break.**
- We want delegates to feel at ease, relaxed and comfortable.
- Delegate 'group discussions' may reveal some confidential or sensitive information. You are asked to ensure such matters remain in the room please!
- The programme will be participative and provide opportunities to have some fun whilst learning. Please come prepared to fully join in, but please also consider the other delegates by allowing them to have a say too!

## Post Workshop:

- During each workshop, you will be asked to action plan some measurable next steps (**'SMART' goals = Specific, Measurable, Agreed, Realistic, Time-bound**).
- In between each workshop, you will be asked to undertake some specific "homework" or to implement some of your SMART action plan goals. You will be asked to provide feedback on how you have progressed, at the next workshop!
- Follow-up: 3-4 months after the Workshop Programme has been completed, we would welcome the opportunity to chat on the telephone with you - to see how things are progressing back in the workplace and what progress you are making with your action plans! Likewise you can tell us if there is anything else we can do to support your personal action plan goals, after you have returned to work.

See you soon !

Rayna and David

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