

Small Group Workshops Available | 2-3 hour sessions | Maximum of 10 participants per session

Workforce Planning

Workforce planning is a long-term planning process to ensure the long-term viability and sustainability of an organisation. It should be closely linked to the business planning process and prepare the organisation to have the right people ready for those business changes. Our workforce planning workshop involves:

- Understanding the importance of people planning for your business
- Recognising the types of people planning you can undertake
- Completing some simple workforce planning stages for your team

Recruitment and Selection

The purpose of this workshop is to provide participants with a refresher on the skills and tools for successful Recruitment and Selection practices and involves:

- Preparing for a Vacancy
- Identifying and conducting equitable and appropriate selection processes, including
 - Techniques to review applications and resumes
 - Preparing Interview Questions;
 - Preparing for other selection tools, such as testing
 - Effective reference checking

Team Building

Our Team Building workshops use fun, interactive team activities to reinforce essential characteristics of effective teamwork, such as:

- Employee Engagement
- Communication
- Motivation
- Productive relationships
- Empathy

Performance Review Preparation

This workshop is designed to explore the formal performance review process and assist managers in preparing to confidently deliver performance feedback for results. It covers:

- Importance of a Performance Review Framework
- Ratings & Links to wage/salary reviews
- Defining what we want our feedback to be
- Process of conducting the review
- Tools to structure feedback
- Tips for effective feedback and delivery

Championing Change

With organisations facing continual change, this workshop can prepare teams to be change champions and facilitate the change process efficiently and effectively. It will assist participants to:

- Understand how different people view change and why
- Understand how we adopt change
- Recognise and understand a process for leading change
- Be able to see the difference between Championing Change and Leading Change
- Recognise some tactics for dealing with resistance to change
- Understand the role of the change champion

Effective Leadership

Developing our leadership skills can be challenging. This workshop allows participants to:

- Understand the components of effective leadership
- Understand the different roles and skills required of leaders
- Understand the different leadership styles
- Identify your own leadership style and acknowledge future areas for growth

Taking Responsibility and Accountability

Critical to effective leaders and productive teams, is everyone taking responsibility and accountability for themselves and their role in the organisation. It includes:

- Understanding the importance of being personally accountable
- Knowing what gets in the way of taking accountability
- Recognising the barriers to effective delegation
- Knowing both the vicious and virtuous cycles of delegation
- Recognising the levels of delegation
- Understanding the components of successfully delegating and empowering others

Problem Solving and Decision Making

This workshop is designed to promote the process, tips and tools for problem solving and decision making, through awareness of the models and styles applied in these activities. It will allow participants to:

- Understand the importance of asking questions of the decision-making process
- Know the two main types of questions and how to apply them to a question-asking process
- Understand a common problem-solving model
- Recognise three different problem solving styles
- Know the pros and cons of four common decision-making approaches

Powerful Communication

No matter our role in an organisation, communication is critical and this workshop is designed to ensure our communication is effective and increase its power, by encouraging participants to:

- Recognise four basic communication styles;
- Understand ways to modify your message to best connect with these different styles;
- Understand how to utilise a range of effective communication tools, including
 - Active Listening
 - Your Likeability
 - Your Emotional Intelligence
 - Showing Empathy
 - Managing your Emotions

Influence and Negotiation

The ability to influence and negotiate can be a significant driver in our ability to be successful, this workshop will encourage participants to:

- Understand how your values affect influence
- Know a formula for building credibility and how to apply it to increase your influence
- Know the importance of attitude and how to develop learned optimism
- Understand the win/win approach to negotiating

Delivered at your workplace or for a small additional fee HRM can organise a venue as well

Contact HRM today to find out how we can deliver any of the above workshops, or alternatively assist you with designing and delivering a tailored workshop for your business.