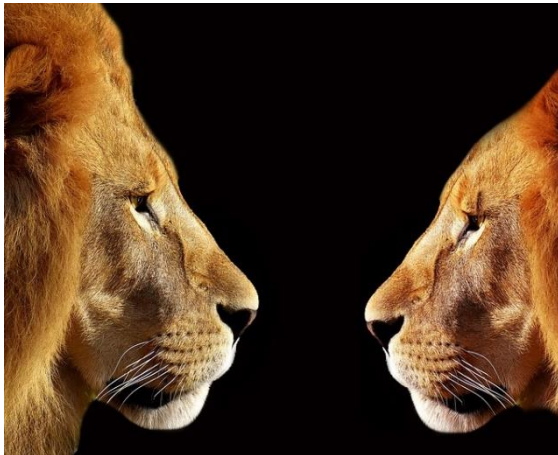


Effective One to Ones Course Outline



One to Ones are an essential part of management, for many reasons. For example they give line managers the opportunity to build effective relationships, support and encourage, monitor performance, motivate individuals, and pass on their experience or instructions.

Done well, they result in team members being fully committed and going the extra mile.

But what if they are done badly? If the team member feels the manager is unfair or disinterested? This can result in disengaged staff feeling undervalued and underperforming.

This course will equip your managers to be prepared, know what to discuss and how to do it well.

Content

- Skills, behaviours and strategies to get the outcomes you need from one to ones
- Structuring and preparing for your one to one meetings
- Addressing good and bad performance
- Setting motivating objectives and goals
- Listening, questioning and exploring skills
- Handling resistance
- What should one to ones contain?
- How to vary your approach to meet the needs of the individual
- How to challenge and give feedback effectively
- Recognising and taking coaching opportunities



Outcomes

By the end of the day, you will:

- Reviewed your one to one skills and identified your strengths
- Be confident to plan, prepare and carry out effective one to ones
- Have a toolkit of skills and strategies for specific contexts including performance issues
- Know how to take a coaching approach
- Have practised new techniques and received feedback

About Our Training

All our courses give you:

- An insight into current thinking and good practice
- A range of practical tools and strategies you can use to help you do the job better
- Space to reflect on your current skills and behaviour

Every course will be enjoyable, engaging, interactive and fast paced.

Training should never be a drudge. We believe that learning is inextricably linked to enjoyment. The better the experience, the greater the learning. We always have a light touch and an easy manner that makes it easy to engage with the topic at hand.

There is no chalk and talk or death by PowerPoint here. All the content will be relevant, too. We are always purposeful and focused and haven't got time to waste building towers out of straws. We are much more concerned with seeing pennies drop, lightbulb moments and equipping you to thrive at work.



Get in touch to find out what we offer and how we can help you.

