

Online Leadership Workshop Programme 2020-21

Please find below are selection of workshops for 2020-2021. All courses will be delivered online via Zoom and each part will last 3 hours.

To book please email info@cforlp.org.uk, ring 01900 822 824 or go to <https://www.cforlp.org.uk/events.php?f=MWS&f2=MSA>

Workshop Part 1	Workshop Part 2	Cost	Topic	Summary
Tues 17 th November 9.30-12.30	N/A	£75	Leading Virtual Teams	In 2020 we have been forced to suddenly change the way we work. Through the global pandemic of Covid 19, many organisations and their employees have suddenly found themselves working remotely, with workers setting up temporary offices at home, whilst trying to juggle other demands. As businesses looks to develop 'new normal' it is important to consider how remote working and virtual teams can work effectively.
Wed 25 th Nov 9.30- 12.30	Thurs 26 th Nov 9.30- 12.30	£135	Stepping into Management	This workshop will provide new and aspiring managers with the understanding they require to make their first steps count, we will cover the key aspects of people management and consider the personal challenges in taking on leadership responsibility. The 2 workshops will provide practical tools and techniques to get you started and also focus your attention on the key skills you need to master.
Wed 9 th Dec 9.30-12.30	Fri 18 th Dec 9.30-12.30	£135	Time Management	No matter what your job title is, personal time management is key for success in the workplace and is one of the best ways to increase productivity and eliminate stress. Those that are able to implement time management strategies will ensure they control their workload successfully and confidently. Enhancing these skills will allow focus on key tasks with a positive impact to themselves and the business.
Tues 15 th Dec 9.30-12.30	N/A	£75	Entrepreneurial Thinking for Leaders	The author Simon Sinek has been quoted saying <i>"When we tell people to do their jobs, we get workers. When we trust people to get the job done, we get leaders."</i> The entrepreneurial mindset is one that is awake to new opportunities, brings creative solutions to whatever opportunities are on the horizon, translates those opportunities into vision and then ultimately, puts them into action. Clearly, those same characteristics are highly valuable in many professional paths and as we lead teams and organisations.
Mon 11 th Jan 9.30-12.30	N/A	£75	Emotional Intelligence	This interactive session will focus on the key Emotional Intelligence (EI) factors and skills, highlighting the particular challenges of managing our own emotions in adverse situations while seeking to understand the people we are working with (often via virtual communication). It provides a thorough grounding in EI and practical ideas on how to use the key skills, adapting them to the current working environment.
Tues 26 th Jan 9.30-12.30	Wed 27 th Jan 9.30-12.30	£135	Maintaining Your Confidence	Feeling confident to take action, to believe in myself, to make a big decision, to do a presentation, to hold my ground with those who disagree with me... there are many aspects of working life that provide us with a challenge - it's something that we all have most of the time but is most obvious when it's absent! This two part workshop will give you the ability to create a state of confidence, for any situation, anytime, anywhere. This is an interactive process and you'll be working with others in the group, sharing thoughts and insights.