

ACTIVATE

WORLD CLASS MANAGEMENT
DEVELOPMENT PROGRAMME

For Middle
Management &
Aspiring Leaders

12 half day Masterclasses
Virtual or in Person Delivery

- Self-Aware Leader DiSC
- Leadership
- Management
- Persuasive Communicator
- Presentation Skills
- Meeting Management
- Negotiation Skills
- Teamwork Skills



Devised by

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LEADERSHIP AND EXECUTIVE DEVELOPMENT FOR TODAY'S AND TOMORROW'S DECISION MAKERS

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Programme Overview

A structured and crafted programme for middle managers who have strong operational responsibilities to enhance and develop their business acumen, people skills while building on high task competence with insight and management knowledge to enhance their impact on the business via formal and informal learning methods throughout the journey of the programme.

Successful managing involves the planning, organisation, co-ordination and implementation of strategies, programmes, tactics, and policies in respect of people, resources, information, operations and finance. This programme will be aligned to your business strategy in preparing the management team for working life at the organisation through a better understanding of best practice business management and ensuring the organisation can attract and retain the right talent for future organisational development and growth.

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| 1. Self-Aware Leader DiSC | 5. Presentation Skills (2 days) |
| 2. Leadership | 6. Meeting Management |
| 3. Management | 7. Negotiation Skills (2 days) |
| 4. Persuasive Communicator (2 days) | 8. Teamwork Skills (2 days) |

Programme Objectives

To assist Directors, Senior Managers, and Managers who, following talent calibration and/or S.W.O.T. analysis, want to expand their leadership impact both to their teams and HQ by benefiting from formal training to support leadership style insights. To develop personal understanding and team impact of leadership in action and to build an armory of leadership tool kits to enhance the leadership process and their professional practice in future calibrating business experts to lead in a fit for future world. ACTIVATE will prepare middle management managers to become People and Business Leaders for today's world of work.

Programme Benefits

The aims of the Management Development Programme are to:

- Provide front line managers with the opportunity to understand "self" and help them develop a set of appropriate behaviours to make them more effective in the modern world of work
- Provide operations managers with the practical management and organisational skills they need to operate effectively in their role with increasing demands
- Analyse the role of the leader in a rapidly changing organisation through the lens of their role
- Identify the importance of flexibility and adaptability in developing their people and in managing, motivating and delegating
- Enable constructive communication by increasing the frequency and quality of conversations about performance and development. Help others develop competence and commitment through a structured coaching model
- Understand how to optimise time at business meetings
- Learn how to negotiate with commercial acuity
- Understand how to stretch into some of the softer and less technical skills with sophistication and dexterity.
- Have an authentic presence and be influential on the Business leadership stage.
- Gather a range of relevant toolkits to use with discernment in corporate scenarios and lead change in the Business world of work of the future.
- Help each participant to develop a custom crafted Action Plan that will encourage on-going learning, personal development and growth



So who is ACTIVATE designed for?

Experts, Business Leaders and Middle Management

Designed for middle management with strong technical or operational experience

Individuals new to the challenge of people management

Individuals who want to develop and expand their teamwork skills

Executives who want to go faster in their leadership journey

Companies looking for return on investment on training





Pillar 1

Self Awareness DiSC

1 Session + applied work - DiSC

Using Four Major Styles/ DiSC Model, this module will provide participants with an understanding of their own personality type and the differences between people and how to make constructive use of those differences.

- Explore personality type and recognise individual strengths and development needs.
- Recognise the impact of personality type in decision making, conflict management, leadership, influence and communication.
- Identify personal strengths and weaknesses

Pillar 2

Leadership

1 Session + applied work

This module is a tool for each participants leadership development. It is designed to help each participant create and accomplish their personal best, and to empower each participant to enable others to get extraordinary things done in a challenging and exciting time for your business.

- Leadership Theory
- What Makes You A Leader?
- Situational Leadership
- 7 Master Skills
- Leadership Behaviors
- Action Planning

Pillar 3

Management

1 Session + applied work

To provide participants with tools to examine the fundamental skills of a Manager and explore the differences between management and leadership. Management at its core is about planning, operating, organising and controlling the resources of the business.

- Types of Management Skills
- Goals
- Core Competencies
- PLOC
- Strategic planning
- Delegation
- The Theory & Art of Motivation
- Habits of highly successful managers

Pillar 4

Persuasive Communicator

2 Sessions + applied work

To provide participants with the skills they need to effectively influence and communicate in the work environment and master the art of persuasion.

- Use the 6 principles of persuasion to make a persuasive case for what you want
- Recognise the general principles of effective communication
- Create clarity in message and give effective feedback
- Maximise impact by the effective use of communication channels
- Harness the skills of listening
- Deal with difficult people
- Maximise personal influence

Pillar 5

Presentation Skills

2 Sessions + applied work

To provide participants with a forum to deliver professional presentations.

- Recognise criteria for effective presentation.
- Structure and prepare unique and winning presentations that differentiate your organisation from competitors.
- Match content to be delivered with method of delivery and audience.
- Use visual aids and props effectively.
- Create audience focus and interaction.
- Manage nerves.
- Optimising virtual delivery.

Pillar 6

Meeting Management

1 Session + applied work

To provide participants with diagnosis, interaction and resolution tools to conduct and manage meetings effectively.

- 3 steps to effective meetings; preparation, conducting and evaluation.
- Managing meeting structure; meeting agenda, sequence and time.
- 6 steps to rational decision-making model.
- 10 rules to conducting a meeting.
- Evaluation of achieving meeting goals.
- Meeting management toolkit.

Pillar 7

Negotiation Skills

2 Sessions + applied work

To provide participants with the skills, behaviours and tactics required to negotiate effectively and to attain the best possible outcome in high stake negotiations.

- Demonstrate an understanding and awareness of what negotiation is.
- Understand distributive and integrative negotiation principles
- Master the four-phase negotiation funnel and adopt effective strategies for each stage
- Identify your own negotiation style and its potential strengths and weaknesses.
- Equip with powerful practical strategies to deal with negotiations.

Pillar 8

Teamwork Skills

2 Sessions + applied work

To provide participants with the techniques through which participants can create teams and maintain effective teamwork.

- Understand the productivity equation and the fundamentals of team synergy.
- Recognise the stages of team development and how teams come together.
- Recognise and overcome the 5 dysfunctions of a team.
- Apply the high-performance team quadrant to develop effective teamwork.
- Understand team roles and team dynamics.

About EQuita Group

The EQuita Group is the business consultancy and corporate training company of choice for many companies nationally and internationally. Our services include leadership and executive development, skills-based training, commercial negotiations and workplace productivity solutions and as strategic advisors to client organisations.

Founded by CEO Margaret Considine in 2001, the EQuita Group continues to be one of Ireland's leading consultancy practices in its fields of specialist expertise. Margaret is a leading expert in Negotiation and Executive Education and an international keynote speaker.

Margaret has had many articles published in national and international journals, is the author of six books, and is regularly asked to contribute across all media platforms including television, radio, and online.

Our consultants are all experts in business and organisation development; many of them are authors and keynote speakers; they are skillful at devising resonant customised solutions for each client, leading to excellent long term relationships and loyal customers.



Our Clients include:



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How to get the most out of this programme

ACTIVATE

World Class Management Development Programme

ACTIVATE delivers by developing the potential of your organisation by upskilling the communication and management of your key players in a way that is simple, practical and relevant for the world of their work, today.

1

Attend all 12 Live Modules – across the eight pillars of the ACTIVATE programme

Pillar 1 Self-Aware Leader DiSC

Pillar 2 Leadership

Pillar 3 Management

Pillar 4 Persuasive Communicator

Pillar 5 Presentation Skills

Pillar 6 Meeting Management

Pillar 7 Negotiation Skills

Pillar 8 Teamwork Skills

Time investment : 12 (half days)

2

Apply the work from each session to own team leadership objectives

Time investment: 1 hour prior to each session plus 1 hour following each session

3

Complete a custom built tried and tested people plan for your business

Time investment: 4 hours following 1 and 2 above. This is built incrementally after each session. Templates provided

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