

INCREASE DELIVERY IN THE WORKPLACE

POWER UP PERFORMANCE

Business Solutions @ Northbrook

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Whatever the size of your organisation and whatever job role you work in, to be successful you need to identify any areas where you can improve your performance. This workshop is for those committed to progressing their careers through improved performance.



Who is this course for?

This workshop is for all people committed to progressing their careers through improved performance. The workshop is designed to introduce participants to the principles of management as applied to their own performance in the workplace. Additionally it will provide them with the skills to increase their achievement levels in their current and future roles.

Do I need any experience?

No. Our trainers have designed the workshop to give you all the information and training you need to develop your skills.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What do I gain on completion?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

What are the specific details?

- > **Duration**
One day (09.30-16.30)
- > **Dates Available**
For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.
- > **Venue**
Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

- > **Cost**
£138 per person, per workshop*
* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.

What will I learn on this course?

This workshop will cover:

- > Getting to know yourself
- > What is performance development planning
- > Setting SMART targets, compiling a performance development action plan
- > Measuring performance
- > Identifying skills and competencies and their importance in development planning
- > Development planning with skills and competencies
- > Long term planning and creating SMART performance objectives
- > Introduction to Time Management techniques
- > Planning and organising personal time to achieve objectives
- > Networking and seeking the support and feedback from colleagues, friends and family
- > Developing working relationships
- > Forward planning
- > Communication skills
- > Putting it all to use in the workplace