



WOODWARD  
LEWIS

Facilitating change – positively and effectively

## In-house **training**

### **Coaching for performance**

This highly successful programme has proved very popular with our clients, and has generated real breakthroughs in managing working relationships and performance. Learn how to use practical coaching techniques to gain commitment to action and shared understanding. This is run as two one-day sessions with practical work to do in between, with telephone support.

### **Managing and supporting people's performance**

Tailored to the client's review process, this offers practical help to managers in setting effective objectives, dealing with performance problems and handling conflict positively. Initial workshops: two days, either together or about a week apart, and follow-up coaching if required. We also run sessions for staff on how to self-assess effectively, and how to develop personal objectives their managers will be delighted with!

### **Team achievement programme**

To help new teams work together and understand their shared aims and each other, with practical action planning and follow-up activities based on actual work priorities. This is team development focused on achieving your goals, as well as enjoying yourself! Two days (including an overnight) and a one-day follow up session.

### **Managing a Heavy Workload**

Practical, real-world and individualised ways of coping with a busy work life and becoming more effective. This is a one-day course with a half-day follow-up to track progress. See also our speed-reading course!

For further, specialist help in learning how to use Outlook so that it helps you rather than dominates your life, our partner organisation, Priority Management, offers excellent, highly practical training. Find out more at: [www.prioritymanagementeuropa.com](http://www.prioritymanagementeuropa.com).

### **Introduction to Project Management**

A highly popular programme for people who need to set up reviews and change projects for the first time. We use case studies and practical exercises to teach about project planning and management, including stakeholder analysis, scoping, planning resources, and project planning and monitoring. The course can be linked to the Prince2 methodology, and is a useful induction before the Foundation training. It normally runs over two days, which do not have to be consecutive.



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### **Managing information for better management and decision-making**

A short and practical course on how to collect and use facts and figures to show how well you are doing, to find the cause of problems and evaluate options for action. This comes in a one, or two-day version, with follow-up coaching.

### **Effective recruitment and selection**

Finding the right person is much easier if you use tried and tested techniques to ensure that you can present opportunities effectively and realistically to potential employees, as well as use interviews and other tools to ensure that people bring the right skills and behaviours into your team. This is run on two separate days. The second day gives you the chance to practise your new skills in a safe environment. Phone support is available.

### **Facilitation skills**

Many of our improvement programmes use in-house facilitators, and we can teach you the key skills to get the most out of a group. This includes not only presentation skills, but group dynamics and effective approaches to creativity and problem-solving. A two-day workshop where you will have the chance to try out the techniques.

### **Speed-reading**

If you feel overwhelmed by the volume of reading you have to do to keep up with the rapid pace of developments, and the ever-increasing sources of information, then try our speed-reading course. This will give you techniques to get to the point as quickly as possible, and help you to retain information. This is a one-day session.

### **Basic business planning and service performance improvement**

An introduction to the benefits and techniques of effective business planning. Learn how to use business plans, so they don't just get written and left. This session will teach you how to prioritise, and build a business case for new developments, so that you can compete effectively for scarce resources. A one-day workshop followed by "surgery" sessions as you develop your plans.

**E-mail us for more details: [info@woodward-lewis.co.uk](mailto:info@woodward-lewis.co.uk)**