

# PERSONAL SKILLS AT WORK 2 DAYS



## BUILDING EXCELLENT RELATIONSHIPS AND TEAM CONTRIBUTIONS

Good interpersonal skills are vital to team and individual success. 'Soft skills' - the ability to make connections with people, and work alongside them, are as important as technical skills. The central element of this workshop is the use of the Myers-Briggs Type Inventory (MBTI™) to explore personal preferences, and interpersonal needs using FIRO B™.

### THE BENEFITS OF THIS WORKSHOP

#### FOR THE INDIVIDUAL

- Understanding how people differ in how they use information, make decisions and organise themselves
- Exploration of Extroversion and Introversion – how these impact relationships
- Learning effective communication skills - listening, questioning, giving and receiving feedback.

#### IN THE WORKING WORLD

- Gaining the co-operation of others - personal contribution to team efforts
- Working in teams - understanding the dynamics of different contributions
- Practise in managing teams for task success, using good processes and boundary management
- Personal effectiveness in groups - assertiveness and influence.

### METHODOLOGY

These are very practical, experiential workshops. Participants spend time working in small Action Learning groups, exploring their own experiences and realities. We know that people learn in different ways, and we provide opportunities for significant learning for different learning styles, activists, theorists, pragmatists and reflectors.

We employ a number of engaging, enjoyable and thought-provoking work simulations to stimulate discussion, encourage exploration and develop creativity. This enables progressive practice in the skills needed at work. The workshops finish with an Action Planning session, leading to an Individual Development Plan. Participants take away a comprehensive and useful manual.

