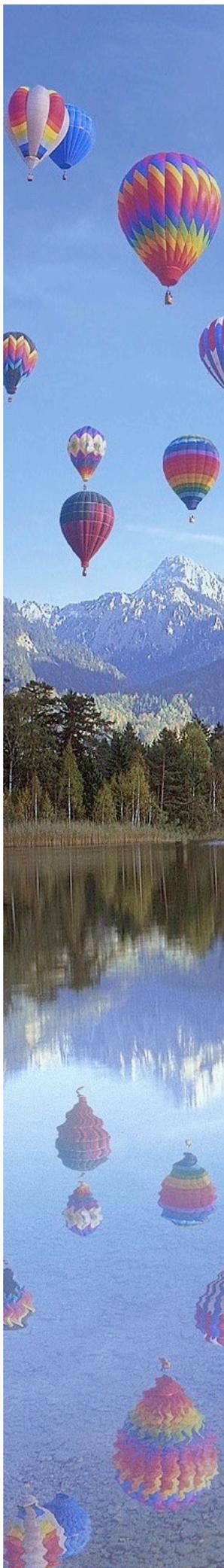


BOOSTING PERFORMANCE AND SKILL





These Development Programmes reflect contemporary research into leadership, teams, individual engagement and productivity at work. Our expert, experienced trainers and facilitators have been delivering effective and well regarded workshops for over 20 years to a wide range of companies in the UK, Europe, Asia, the Middle East and Singapore.

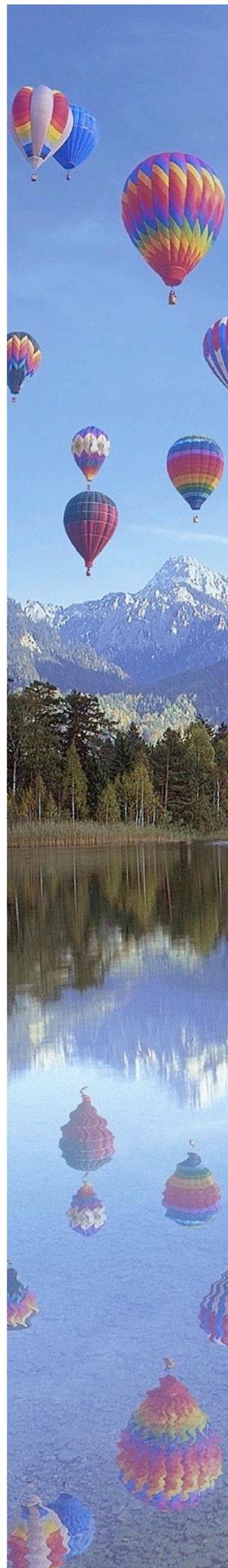
Our workshops are engaging and experiential, founded on research-based principles. They can be employed in any venue, on or off the working site, including our own site in Stratford upon Avon.

We employ the Kolb Learning Cycle as a framework, using thought-provoking simulations to stimulate discussion, encourage exploration, solve challenges and develop plans for change.

Details of all our workshops and programmes are on our website;

www.acumenltd.com





1 DAY WORKSHOPS FOR INDIVIDUALS AND TEAMS

MANAGING WORKLOAD EFFECTIVELY AND CREATIVELY

THE BENEFITS OF THIS WORKSHOP

Delegates will leave with a clear Action Plan for developing actions and strategies to manage work challenges more effectively.

Key elements

This workshop, for individuals and teams, considers the wider consequences of time and workload pressures, and allows detailed consideration of personal preferences and work style using the Myers-Briggs Type Indicator® (MBTI). This exploration is in four important areas:

- The balance between action and reflection
- Managing information
- Decision taking
- Organisational style.

Key outcomes

- Effective and timely meetings
- Rapid problem solving
- Avoiding inaction through clear and effective planning
- An excellent resource – '*Managing your work*'

NAVIGATING THROUGH CHANGE - FOR THOSE WHO MAKE IT HAPPEN

THE BENEFITS OF THIS WORKSHOP

Effective leaders transform *imposed* change into *engaged* change. The principle behind this workshop is that people need to be enthusiastic and engaged with change; resistance to change is costly and disruptive in a working environment.

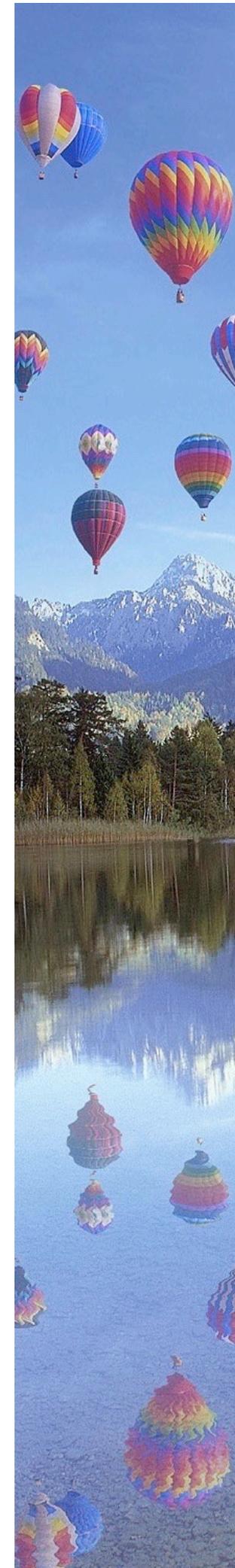
Key outcomes

This workshop enables leaders and managers to:

- Act as positive bridges between those who instigate change, and the individuals and teams who make it happen
- Identify to people what is negotiable and non-negotiable in potential change
- Identify the needs of colleagues and provide them with the support that they need
- Use Appreciative Enquiry to create positive futures.

Delegates take away a comprehensive manual – '*Supporting People Through Change*'.





PRESENTATION AS CONVERSATION – ENGAGING MEETINGS

THE BENEFITS OF THIS WORKSHOP

This workshop is experiential and practical, emphasising the real experiences and challenges of delegates, focused on presentations to clients, your own team and project teams. We know that anybody can present, conduct an excellent meeting and lead a group discussion by learning the necessary skills, and gaining experience with guided practise.

Before the workshop

- Individuals prepare 2 short presentations to meetings, on topics of their choice.

Key elements

- Preparation - materials, content, checklists
- Structuring the meeting, working in sub-groups
- Key personal skills, body language, timing, voice control
- Tools of the trade, Power Point, computers, paper media, image use
- Managing discussions and deciding upon action
- Involving people in the discussion, managing difficult interventions
- Maintaining attention, using questions
- How the professionals do it - some filmed examples
- Question time and wrap up.

Key outcomes

- Confident people conducting excellent meetings that get better all the time
- Individual Development Plan and a comprehensive manual.



2 DAY PROGRAMMES FOR MANAGERS AND TEAMS

THE COACHING MANAGER - DEVELOPING WORK PERFORMANCE

THE BENEFITS OF THIS PROGRAMME

Improved work performance and productivity, engaged and motivated people, self-managed teams. Managers able to be skilful Coaches, to employ the skills, and personal attributes essential to motivate and engage individuals and teams.

Key elements

- Understanding motivation and building engagement
- Managing work performance and giving performance feedback
- Intensive, group reviewed, coaching practise in Action Learning groups
- Coaching teams to self-management – practise with experiential projects
- Enhanced credibility and trust for managers.

Key outcomes

- The ability to get the best from people, delegate and empower with confidence
- Better conflict resolution and increased collaboration
- A comprehensive *Coaching Manual*.

WORKING PRODUCTIVELY IN SMALL TEAMS

This programme develops effective cooperation, communication and teamwork. Experiential projects of increasing complexity and challenge give practical experience and learning.

THE BENEFITS OF THIS PROGRAMME

Key elements

For the team:

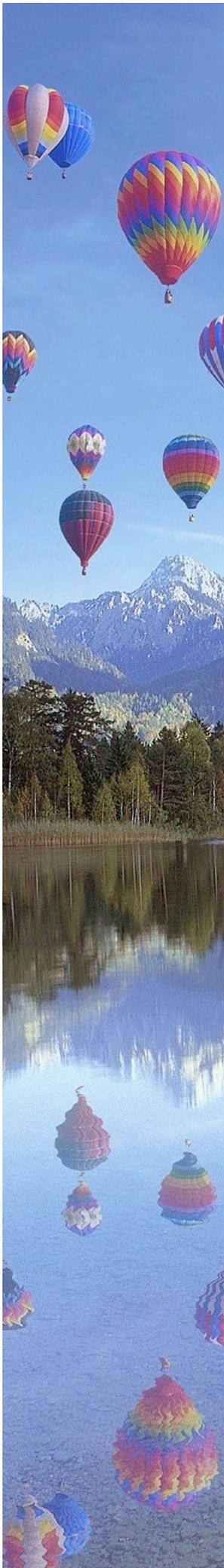
- Valuing difference in others
- Exploration of preferred leadership style and ways of contributing in teams.

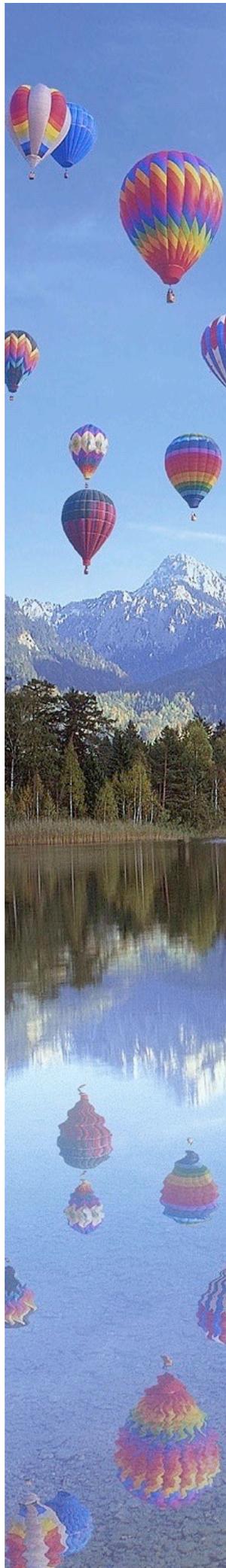
For the individual:

- Exploration of how people are energised, use information, make decisions and organise themselves
- Learning effective communication skills - listening, questioning, giving and receiving inter-personal feedback.

Key outcomes

- A team that works smoothly and delivers good results, extended cooperation, reduced conflict
- The workshop concludes with detailed Action Planning, individuals take away personal profiles and a comprehensive manual.





OUTLINE COSTS – DEVELOPMENT WORKSHOPS AND PROGRAMMES

These programmes assume a minimum group size of 10 and a maximum of 12, working with one trainer. All participants receive a detailed manual, used during and after workshops and programmes.

Training costs, including the provision of all manuals, project materials and equipment, for all workshops and programmes detailed above are:

1 day workshop	£1,300
2 day programmes	£2,400

Included in all 2 day programmes are one hour telephone coaching sessions for 3 workshop delegates.

Notes

These prices assume that you will provide a suitable venue and cover venue costs. If your venue is used, travel and accommodation for our trainer is:

- Travel to the venue at £0.50 per mile, up to a maximum of £150 for each event.
- Accommodation for a 1-day workshop is £120
- Accommodation for a 2-day workshop is £240

If our training room in Stratford upon Avon is used, your only cost is a facility charge of £50 per day.

Terms and conditions apply to cancellation, VAT is added to all invoices at the applicable rate.



BOOSTING TEAM PERFORMANCE

TEAM BOOSTER AND TEAM STARTER

There are several elements in these powerful programmes.

- An interview with the Team Leader establishes the rationale for the programme, the background to the team's work, the challenges the team face in the future.
- Interviews with team members gather vital data, a second interview with the Team Leader establishes workshop objectives and structure.
- A set of activities are decided upon and a full Team Development Plan established, with an experiential Team Simulation designed.
- A 2-day programme enables the team to work from exploration and discussion to planning changes that will happen and make a difference.

Please contact us for more details of these engaging and highly effective programmes.

The cost for Team Booster and Team Starter is £2,900 for teams of up to 15.

EXPERIENTIAL TEAM PROJECTS

Our many experiential projects are outlined in our *Project Catalogue*.

Each is specifically designed to focus on different aspects of team activity, for example problem solving, creativity, team leadership, objective setting, and decision trees.

We are constantly developing new projects for teams facing unique challenges.

Projects currently in development present opportunities to reconsider basic assumptions about teamwork, the workplace, the meaning of work and being a team. These projects are costed depending upon numbers, location and design.

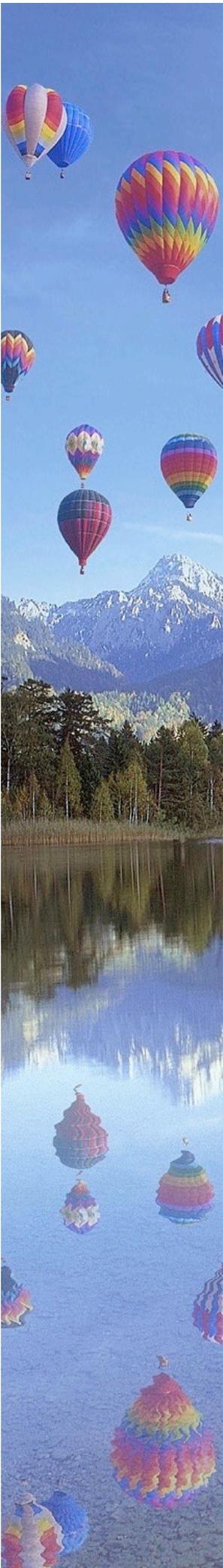
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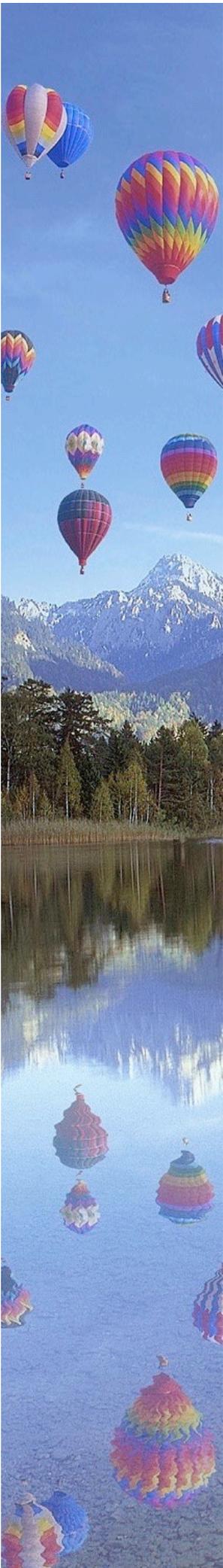
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