

biramis[®]

Building value into businesses

DEVELOPING YOUR ORGANISATION

WORKSHOP SERIES

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Endorsed by HABC Level IV

Authorised for 7 Career Professional Development Points (CPD)

Who is this workshop designed for?

This is a course in self development for the workplace. It's work-life balance for the 21st century.

While some aspects of our workplace persona are uniquely exhibited in that environment, our underlying nature represents the foundation of the person we are, the manner in which we conduct ourselves and the way in which we interact with others during our daily work activities.

With this in mind, emphasis must be placed on addressing the emotional and mental compass and well being of individuals to ensure an equitable approach to all of the elements required for balanced, happy, and productive employees, intent on successful outcomes both professionally and personally.

The target audience for this workshop is both novice and experienced self-changers. The neophytes will reap enormous benefits from the material covered in the foregoing modules, as the elements required for change are revealed and the correct methodologies for mindset shifts are examined in great detail.

Those experienced in personal growth and development who have not enjoyed the benefit of a structured formal training program will gain insight into the concepts and ideas that have surrounded them without the benefit of labels with which to identify the process. Seasoned individuals who have received training will consider this a chance to refresh themselves with the basics and upgrade their skills with new information designed to stimulate them to greater self awareness and change.

What is covered in this Workshop?

- Your role at work.
- What does work-life balance mean to me?
- Obstacles to role clarity.
- What is personal development?
- Barriers to personal development.
- How to overcome barriers to personal development.
- My responsibilities at work.
- Leadership.
- Achievement motivation.
- Time vs Task management.
- Character development.
- Goal setting.
- Group dynamics.
- Develop and maintain appropriate boundaries.
- Identify needs vs wants.
- Understanding our inherent drive processes.
- The 6 most frequently manifested personality types.
- The 5 core symptoms of behaviour.
- Factors that lead to workplace conflict.
- Collaboration skills.
- Factors associated with collaboration failure.
- The role played by emotion and thought in the interpretation of body language.
- Differentiate between verbal and non-verbal cues.

42%

of employees feel their
personal development
isn't being taken seriously
by their boss

Employee Benefits in Self Development for the Workplace

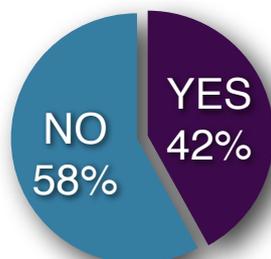
- Increased ability to manage work and personal commitments
- Improved family and personal relationships
- Flexible working arrangements resulting in reduced work overload and stress
- Increased focus, motivation and job satisfaction
- Increased job security from the knowledge that an organisation understands and supports workers with personal and family responsibilities
- Increased ability to remain employed
- Increased ability to remain competitive in career advancement
- Improved health and wellbeing of colleagues

Do you have a current personal development plan

No. of Employees	YES	NO
1-10	23%	77%
11-50	34%	66%
51-250	39%	61%

Employer Benefits in Self Development for the Workplace

- Improved work performance
- Reduced lateness and absenteeism
- Higher rate of commitment
- Improved employee morale
- Reduction in stress
- A more flexible workforce
- Increased ability to attract and recruit staff
- Potential for improved occupational health and safety
- Fulfilment of equal opportunity objectives
- Good corporate citizenship and an enhanced corporate image



Employees by percentage who have a structured development plan. *

Module 1 - Your Role(Peak Performance)

1.5 hrs

This is a scene setting session that enables participants to look closely at their roles and what their responsibilities are in the workplace and the Identification of skills, knowledge and attitude necessary to successfully develop themselves and the company.

Participants will be able to explain the various elements associated with their role at their workplace by being able to:

- Distinguish the difference between a job and a career.
- List essential life skills required for a successful workplace experience.
- Identify missing elements needed, to be successful in their workplace.
- Provide a definition of personal development.
- Identify three (3) barriers to personal development in the workplace.
- Provide examples of actions designed to overcome barriers to personal development.

Module 2 – Developing A Skill Set

1.5 hrs

In this module we examine what is required of us, where we are now in the process and the tools we have at our disposal. The initial stages in the change-process required to build a number of strategies to use when engaging in personal growth and development necessary for work-life balance.

Participants will be able to identify the requirements for developing a skill set at their workplace.

- Understand basic human drive processes.
- List six (6) common personality types.
- Identify five (5) symptoms of human behaviour.
- Identify the three (3) components of humans.
- Clarify life skills that can be useful in their workplace.

Module 3 - Achievement Motivation

2.5 hrs

Employee motivation derives from a combination of fulfilled needs and expectations about assigned tasks and the overall environment. This module teaches how to create an environment in which employees feel motivated, engaged and productive.

Participants will be able to identify the components of achievement motivation related to personal development in their workplace by being able to:

- List four factors that influence motivation.
- Understand a mental skill applicable in planning and motivation.
- Understand the difference between time and task management and benefits of both.
- Complete a questionnaire designed to reveal their strengths related to successful time management.
- Explain methods for leveraging time.

Module 4 - Body Language

2.5 hrs

Body language is a fascinating topic of human interest. Most people never recognise how much information they give off or how much information they can receive through the study of basic body language. Success in personal development requires knowledge and observation of human behaviour.

Participants will be able to understand the the impact of verbal and non-verbal language in relationships.

- Understand the role played by emotion and thought in the interpretation of body language.
- List the three (3) basic rules adhered to when accurately reading body language.
- Recognise basic physical gestures and movements and the messages they contain.
- Differentiate between verbal and non-verbal cues.

Module 5 - Character Development

2.5 hrs

This module examines in detail the structure behind positive character development. Our confidence and self-esteem are intricately tied to the view we have of ourself and how others perceive us. Our ability to install within us a positive sense of self is paramount to our success in our professional and personal endeavours.

Participants will be able to explain various processes involved in character development and skills contributing to confidence building by being able to:

- List skills contributing to confidence building.
- List three (3) things that can help change the direction of their self talk.
- Explain the factors that impact on self-image.
- Explain a theory of the origin of stress.
- Name and describe four (4) different types of stress.

Module 6 – Goal Setting

2.5 hrs

This module examines in detail the structure involved in successful goal setting. Practical examples are offered and various tools and techniques are examined in detail. Attention is given to a range of issues that serve to produce obstacles or success, dependant on the mindset of the individual.

Participants will be able to describe the structure, planning and implementation of goal setting methodologies by being able to:

- Identify three (3) basic types of goals.
- List obstacles to setting goals.
- Explain the components of a SMART goal
- Explain the components of a PURE goal
- Explain the components of a CLEAR goal

Module 7 – Group Dynamics

2.5 hrs

This module examines in detail the structure related to group dynamics. Specifically, the formation and development of groups and teams is first considered. Major types or classifications of groups and teams are revealed. The structure of both is also examined.

Participants will be able to understand the individual elements that contribute to group dynamics by being able to:

- Contrast the focus of a group and a team.
- Understand the three (3) main theories of group development.
- Understand the importance that cohesion plays in successful task completion.
- List the two (2) categories into which cohesion exists.
- List the building blocks for creating a positive climate through social support.

Participants will be able to understand the elements of communication by being able to:

- List the two (2) sum components of communication.
- Understand the difference between listening and hearing.
- Distinguish between the two (2) main types of listening.
- Identify three (3) listening types.
- Differentiate between verbal and non verbal signs of active listening.

Module 8 - Leadership

2.5 hrs

A detailed examination of the structure of management and leadership and the tools and techniques necessary for growth in this important area. Presented in a framework of a professional environment, the information in this module contributes to overall performance in all aspects of one's life.

Participants will be able to identify the fundamentals of leadership related to personal development in their workplace by being able to:

- Distinguish the difference between managing and leading.
- Contrast two (2) different leadership styles.
- Explain a problem solving methodology.

Module 9– Resolving Conflicts

1.5 hrs

In this module, we will examine strategies for resolving discord and examine how to harmonise new patterns into static environments.

Participants will be able to explain factors leading to workplace conflict by being able to:

- Understand the importance of communication skills in support of teamwork.
- Understand the damaging effect that gossip has on company morale.
- Realise the impact of technology malfunctions on work flow.

Evaluate the importance of identifying needs and wants by being able to:

- Identify certain basic needs required for happiness in one's professional life.
- Rank the importance to themselves of being accepted by colleagues.
- List factors that contribute to a sense of freedom within the workplace.

Participants will be able to maximise collaboration skills by being able to:

- Understand the importance of having a strategy for collaboration.
- List reasons for collaborative failure.
- Make a list of factors associated with collaborative failure.
- List factors contributing to collaborative success.

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Helping People Achieve More!
CHES MOULTON

Level 4 Award in
Growth Performance Solutions

**Learning Programme
Endorsement Specification**

Endorsement Start Date: 1st October 2015

Endorsement Review Date: + 12 months

Revision: 1

Learning Programme Endorsement



Level 4 Award in Growth Performance Solutions

Introduction

This Programme Specification is designed to outline all information related to this HABC endorsed programme for Ches Moulton Limited

Programme Details

The Level 4 Award in Growth Performance Solutions is a delivery only learning programme written and owned by Ches Moulton Limited and endorsed by HABC. For the purpose of transparency, it must be made clear to learners that this is not a regulated qualification, nor is it recognised by the regulators of England, Wales, Northern Ireland or Scotland (Ofqual, Welsh Government and SQA).

As stated, this learning programme sits outside of a regulatory framework, but could be used as prior knowledge to enrol onto an accredited programme in the future.

Programme Overview

This programme is aimed at professionals looking to gain greater insight into the human dynamic; how we think, feel and behave. It teaches the many aspects needed to achieve greater awareness in how to enjoy successful relationships with our self and others, leading to a richer fabric of life and leisure.

It covers personal development in the workplace and includes sections on: developing a skill set, achievement motivation, character development, goal setting, group dynamics, leadership, body language and resolving conflict.

Ches Moulton Limited has attributed 7 CPD points to this programme.

Entry Requirements

This programme is approved for delivery to learners aged 18+.

There are no prerequisites for this qualification however it is advised that learners have a level 2 in literacy or a recognised equivalent.

Geographical Coverage

This programme is suitable for learners in England, Wales, Northern Ireland, Scotland or international.
