



CHOOSE MODULE(S) AND DELIVERY SCHEDULE TO SUIT YOUR BUSINESS

Leadership Workshops Series

Flexible Training
Modules

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Customised Staff
Training

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Self-Selection
Course Format

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Blended Learning

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- Team Leadership
- Leading With Emotional Intelligence
- Meeting Skills
- Leadership Coaching
- Team Building
- Influencing Skills
- Workplace Wellbeing
- Conflict Management
- Time Management
- Presenter Masterclass
- EQI 2.0 & 360 Assessment



EQ-i 2.0[®]
assess. predict. perform.

New Links Training Solutions Leadership Workshops

Through popular demand, we have created a range of interactive training modules to assist organisations and staff to build leadership capacity and develop/up-skill existing employees. The following workshop profiles are designed to give you an overview of our offerings. Workshops are delivered to the highest standards by our qualified experts who understand the complexities and challenges of the modern workplace. To this end, there is a strong emphasis on skill building, emotional intelligence and the creation of collaborative, resilient and sustainable relationships. Clients can choose a single module option or alternatively through consultation and analysis of your specific training requirement we can create a training package that will be delivered to your staff in line with company workflows and employee schedules.

The following workshops have been designed specifically with a leadership focus:

- Team Leadership
- Leading With Emotional Intelligence
- Meeting Skills
- Leadership Coaching
- Team Building
- Influencing Skills
- Workplace Wellbeing & Mindfulness
- Conflict Management
- Time Management
- Presenter Masterclass

Format:

Each workshop is a stand-alone module but where multiple workshops are selected our training experts emphasise the linked learning aspects of each module.

Duration:

All of the workshops are delivered in one day however customised versions are also available.

Certification:

Participants will receive a certificate of attendance for each module completed.

Blended Learning:

Selected modules have a blended learning element where activities and resources are shared online through our LMS.

Consultation & Customisation:

It is highly recommended that you consult with our expert training consultants before embarking on a programme of employee training. 1-hour consultation is free of charge and may save you valuable time and money. Following a consultation we will compile a training proposal that is customised to your specific needs and this proposal will form the foundation for your customised training package.

Cost:

Call Jim at 086 8587505 or email jim@newlinkstraining.com for free quotations.

What our clients have to say:

*“I would strongly recommend the course because I found it so relevant and having been given this space to discuss my practice and approach to work. I feel I am more present in the moment when working”***(Coaching Models of Practice)**

“This was a fantastic training and was very well paced and I loved how creative the trainer was in her delivery and facilitation. I have heightened awareness around the transference projection and countertransference in my work” **(Supervisory Management)**

“I would strongly recommend this course as it was tailor-made for the work that we do. The important learning points I took from this training are the techniques, and approaches to use in my work for the future. I thoroughly enjoyed the content. It was very challenging, exciting and worked really well. I loved the group dynamics” **(Professional Practice Development)**

Team Leadership – 1 Day Workshop



Participants will explore theories and practices from contemporary leaders to explore the key differences between traditional and modern leadership. Participants will be encouraged to take a critical look at their own approach to leadership and consider how effective leadership contributes to the development of long-term sustainable relationships in the workplace.

By the end of this workshop participants will be able to:

- Distinguish between traditional and modern approaches to leadership
- Draw from the work of contemporary influencers in the field to inform their practice of building and nurturing their team
- Understand the function and practice of team dynamics recognizing key behaviors including team formation and lifespan, team dynamics and team roles
- Adopt a continuous improvement mindset Identify and work collaboratively
- Focus on objectives and assist the team through problem solving and prioritization
- Demonstrate thorough and consistent communication with their team
- Hold team members accountable for agreed actions (leader & team members)
- Act as a role model and positive influence on the team and the company
- Increase productivity and team effectiveness by focusing on what matters
- Lead their team effectively by adopting a best practice framework

Leading With Emotional Intelligence – 1 Day Workshop



High emotional intelligence is an essential component of positive leadership. According to Daniel Goleman, there are five key elements to Emotional Intelligence: Self-awareness, Self-regulation, Motivation, Empathy, Social skills. In this workshop we introduce participants to the key components of EI and through the use of experiential exercises and workshop discussions participants will explore how the refining of certain

personal characteristics or actions can increase their leadership success.

By the end of this workshop participants will be able to:

- Define Emotional Intelligence is and apply EI techniques at work
- Assess the impact of attitudes and emotions in their daily interactions with colleagues
- Increase their ability to inspire and motivate team members
- Discover their own personal EI strengths and development areas (EI 2.0 assessment available as an add-on option)
- Understand how the emotionally intelligent leader influences positive performance in themselves and others.
- Build long-term meaningful relationships by improving trust, collaboration, and conflict management
- Build a strong and resilient team
- Explore leadership values that sustain working relationships over time authenticity, role modeling, validation, inspiration, and trust

Effective Meeting Skills – 1 Day Workshop



Good communication practices are at the core of every successful business. Business communication serves a variety of essential functions; most importantly it ensures that clear and essential channels are used to disseminate information amongst employees. Good workplace communication also helps to build relationships of trust and commitment which ensure that the core work of the business gets done efficiently. Current research indicates that effective

individual and team communication is guaranteed to improve employee advancement opportunities and overall company performance.

By the end of this one day workshop Participants will be able to:

- Harness their creative thinking skills and fine-tune your meeting communications and interpersonal skills
- Systematically plan, organise and conduct productive and dynamic meetings
- Identify a range of effective and ineffective meeting communication styles
- Apply practical time management principles to meeting scheduling and rollout
- Learn how to handle disruptive and inappropriate behavior at meetings
- Develop and promote professional boundaries before during and after meetings
- Identify and respond to a range of issues that influence group dynamics – participation, motivation, conflict, conscious/unconscious actions etc.
- Accurately record meeting minutes and agreed on action items and ensure accountability
- Ensure that meeting records comply with legislative requirements – data protection, GDPR

Time Management – 1 Day Workshop



Time is a valuable resource to both employers and employees. By engaging in this time management module participants will enhance their appreciation and use of time as a resource and become more proactive and tuned in to their use of time in the workplace. Participants will explore their own personal approach to time management (and time wasting) and create an

action plan that ensures better use of their time and the time of others.

By the end of this one day workshop participants will be able to:

- Explore the time management/priority matrix - self-assessment time management tool
- Manage their work time according to the company's priorities
- Distinguish the difference between efficiency and effectiveness – doing the right things vs doing things right
- Establish healthy work-life boundaries
- Develop strategies to communicate challenges with a supervisor, team lead or line manager
- Manage their personal time and focus their attention on non-work activities to recharge
- Know when to relax and switch off – introduction to techniques such as meditation, deep breathing exercises and mindfulness
- Identify their conflict management style and learn how to manage conflict in your day to day work

Leadership Coaching – 1 Day Workshop



Excellent coaches (and leaders) improve the quality of work life for employees and work colleagues; creating a positive, supportive and proactive work culture. Positive leadership and healthy interpersonal relationships are critical components of employee engagement, retention and company

growth. A skilled coaching intervention by a person in a leadership role will increase employee satisfaction, workplace harmony, and staff retention.

By the end of this one day workshop participants will be able to:

- Explore and apply a range of coaching models & interventions to their work with employees.
- Understand that effective coaching will enhance workplace practices e.g. operational planning, problem-solving, staff appraisals etc
- Identify a range of coaching styles and explore their personal approach to coaching others
- Develop and apply a range of active listening techniques to enhance workplace conversations and maximize results
- Improve employee performance through individual coaching and/or use of coaching tools e.g. GROW Model
- Develop and use powerful questions to re-frame situations and challenge employees
- Utilize a range of effective questioning techniques to empower employees
- Hold employees accountable for actions/tasks/projects and avoid micromanaging
- Explore the basic principles and practical use of Neuro-Linguistic Programming (NLP)
- Identify roadblocks and respond to/ overcome objections and other barriers to performance
- Use our coaching toolkit to support key interactions with employees

Influencing Skills for Leaders – 1 Day Workshop



The ability to motivate and influence others to take action is a fundamental component of leadership. The best leaders can successfully influence employees and colleagues at all levels. Influencing behavior is a continuous process which is dependent on keen emotional intelligence, excellent communication, and people skills. Judith Glasser's conversational intelligence model which compliments Daniel Goleman's EI model will be center-stage during this workshop.

By the end of this one day workshop participants will be able to:

- Define and review the understanding of leadership, influencing and clear communications
- Understand the hierarchy of roles; exploring the leader as influencer and the importance of business acumen and commercial insight in the influencing process
- Appreciate a variety of leadership styles and understand the impact of positive leadership
- Define and review their understanding of negotiation, delegation and staff motivation
- Manage difficult conversations with ease and be able to find common ground
- Explore the situational leadership framework – benefits and best practices
- Explore Behavioural Economics research to understand the effects of psychological, cognitive, emotional, cultural and social factors on the decision-making process
- Communicate key messages to ensure employee understands of what is expected
- Promote the notion of inclusivity and team focus to ensure win-win results in negotiations

Conflict Management – 1 Day Workshop



This workshop is designed to enable those in a leadership role to develop a greater awareness of their personal style of dealing with conflict in the workplace and in their personal lives. Participants will be encouraged to develop an analytical framework for preventing and managing conflict in their workplace through the use of interactive case studies, role play and discussions.

By the end of this one day workshop participants will be able to:

- Review their understanding of and the ability to manage conflict effectively
- Implement a range of preventative strategies that foster and promote harmonious working relationships
- Explore the theoretical foundations for conflict management & conflict resolution and explain the role, function, and forms of expression of conflict in the workplace
- Demonstrate good practice in managing conflict using the Thomas & Kilmann model
- Identify the conflict continuum and the value of early intervention
- Apply a range of practical interventions in common conflict scenarios in personal, group and/or organizational settings
- Explore a range of case studies and present an analytical framework for diagnosing and responding to presenting conflicts
- Evaluate the benefits of reflective practice in identifying and improving their personal response to conflict

Workplace Wellbeing – 1 Day Workshop



Our model of workplace well-being is both experiential and educational. The underpinning philosophy is to empower individuals to better manage their minds and their bodies to achieve peak personal and professional performance. The programme uses age-old eastern techniques from the wisdom traditions alongside

western cutting-edge practices informed by recent developments in neuroscience. Participants will learn tools and techniques that help prevent illness, reduce stress and achieve optimum functioning.

By the end of this one day workshop participants will be able to:

- Identify the psychological, physical and social aspects of workplace wellness
- Appreciate the workplace wellness hierarchy: healthy employee, team, company
- Define wellness and identify a range of factors that cause ill health in the workplace
- Develop and model a wellness mindset across the company and contribute to the ongoing education of staff and colleagues
- Develop a range of stress reduction techniques to enhance day to day self-management
- Explore the concept of mindfulness and learn how mindful work practices can alleviate otherwise difficult or stressful workplace situations
- Learn how to maximize energy levels through the correct nutritional intake
- Build a simple exercise programme for the working day
- Explore and assess the approach to nutrition and exercise and create an action plan
- Assign a value to self-assessment and improvement of self-care habits

Other options include Introduction to alternative wellness practices such as yoga, meditation, and relaxation.

Presenter Masterclass – 1 Day Workshop



This presenter masterclass workshop is both practical and experiential – learn how to develop high energy presentations capable of showcasing a range of first-class presenting skills. Participants will enhance their presenting skills through interactive exercises, expert direction and structured feedback on their performance style.

Participants will learn how to make their presentations more powerful, structured, engaging and interesting to large and small audiences. This training programme provides the opportunity to sharpen and refine public speaking and presentation skills that will benefit both participants and their audience.

By the end of this one day workshop participants will be able to:

- Demonstrate the ability to deliver highly impactful presentations
- Practice techniques to eliminate anxiety and increase personal effectiveness
- Plan and develop content that will ensure that your presentation is outcome focused, dynamic and memorable
- Identify issues that are likely to impact the effectiveness of a presentation
- Select appropriate presentation materials and aids to support a presentation to a large or a small audience
- Manage questions from the floor and provide considered response/feedback
- Design effective evaluation tools to evaluate the success of your meeting/presentation
- Deliver a professional, powerful and engaging presentation using proven techniques and interactive technologies

Mindfulness in the Workplace: 1 Day Workshop



Six out of ten employees, according to Irish studies on work-based research, report they are more likely to stay long-term with an employer that shows concern for them. A Mindfulness programme improves brain functioning and this improvement impacts business success. Harvard business review studied businesses that invested in mindfulness and found that employees demonstrated increased focus and attention, a moderated stress response, better working memory, higher levels of engagement, reduction in health and safety incidents,

better compliance with regulations, and a reduction in conflict and absenteeism. Therefore, our training programmes directly address these issues by blending class-based sessions on stress reduction, conflict management, breath-work and mindfulness along with physical practices of yoga, meditation and a mixed modality model of movement.

By the end of this one day workshop participants will be able to:

- Identify the benefits of mindful practices in both their personal and professional lives
- Link the impact of ongoing mindfulness practices to successful business outcomes
- Cite evidence from neuroscientific research that supports ancient mindful practices
- Experience the benefits of mindfulness through breathwork, meditation, and movement
- Use a range of simple mindfulness skills/practices to take away

EQ-i 2.0 Leadership Assessment



Truly effective leaders are often characterised as having a high degree of emotional intelligence or EQ which includes soft skills such as self-awareness, self-expression, stress management, interpersonal skills, and decision making. According to Daniel Goleman (2002), a leading influencer in the field of EI “70% of employees perception of the organizational climate is associated with the emotional intelligence of the leader”.

A leader with a high degree of emotional intelligence tends to be empathetic, communicates effectively, responds well to change, and has the ability to inspire others. The good news is that EQ is a skill that can be improved over time (unlike IQ which remains fixed once we enter adulthood). An EQI assessment is a valuable development tool for anyone in a leadership role. The EQ-i 2.0 self-assessment helps leaders to determine which elements of emotional intelligence they have mastered and to select items from the results that they may need to strengthen.



How does the EQ-i 2.0 Assessment Work?

The Emotional Quotient Inventory (EQ-i 2.0) is the world’s leading assessment tool used for assessing emotional intelligence. The EQ-i 2.0 also offers a specific assessment for leaders which allows them to explore and develop specific competencies that are associated with top-line leaders throughout the world. The EQ-i 2.0 provides clients with a detailed analysis of how they operate emotionally, how they interact with others and identifies areas of strength and potential areas for development.

How long will it take?:

The assessment is delivered online and typically takes about twenty minutes to complete. Once completed the EQ-i report will be generated and clients will receive comprehensive and confidential feedback on the results. A typical feedback session will take 60 – 90 minutes.

OTHER WORKSHOPS/ASSESSMENTS AVAILABLE

- EQ-i 360 assessments
- Interviewing and recruitment skills
- EQ-i Workplace Reports (for Employees)
- EQ-i group reports

NEED MORE INFORMATION?

If you need any further information or wish to book a FREE CONSULTATION please contact:

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