

## Supporting Employee Development

This is a practical and participative **four hour** training workshop for Line Managers. It involves group and paired discussion, activities and exercises, a chance to try some peer coaching with colleagues and personal reflection time to make sure you have an action plan to put into practice back at work.

You will discover more about your own preferred learning style and use it to decide how you will engage your individual team members in beneficial professional development planning that is motivating and meets departmental and organisation priorities.

### Aim

To improve the skills and knowledge of Managers in conducting quality 1-2-1 discussions with staff about their learning and development.

### Outcomes

- To understand the role and responsibilities of a Manager in identifying and supporting the development of their team members and the benefits of staff development
- To understand the range of ways to support staff development through an understanding of how people prefer to learn.
- To learn how to construct a beneficial and motivating development plan that promotes ownership and engagement.
- To be able to hold a 1-2-1 discussion with individuals using that supports learning and development in line with individual objectives.
- To evaluate learning and have an action plan to take back and implement at work.

# OUTLINE PROGRAMME

## Welcome and Introductions

### Objectives

**Breaking the Ice** – a personal objectives task

### How do you learn?

- Exploring preferred learning styles and different ways adults learn in a practical way
- The impact on behaviours and actions at work
- Group activities and discussion, including use of the pre workshop task results
- Team brainstorming – approaches to learning to use with employees

### The role and responsibilities of the Manager in developing people

How do you do it? Identifying learning needs – process and practice.

### Principles and process in practice

- Conducting an effective 1-2-1 about development: key skills and behaviours, process, approach; inputs, outputs and outcomes
- Using your organisation's system (e.g. forms) to record and agree a learning and development plan

### Peer to Peer Exercise

Coaching support with a colleague to complete your own development plan

### Learning and Action Planning

### Evaluation

### *Flexible Content*

Not quite the right content or approach? No matter. Consider it a starting point to deciding what the ideal programme is for you. This is a generic programme that can be amended to fit specific aims, needs and content.