

SOFT SKILLS FOR LEADERSHIP AND MANAGEMENT

Course content:

- ✓ **Project Management (9. 6.)**
 - How to manage a simple workplace project
 - How to determine the feasibility/viability of the project
 - How to produce a project plan using an appropriate project planning technique



- ✓ **Solving problems and making decisions (30. 6.)**
 - Problem solving in decision making
 - Symptoms of workplace problems
 - Types of problem
 - Barriers to problem solving
 - Problems in crises



- ✓ **Creativity and Innovation in workplace (14. 9.)**
 - What is the Innovation?
 - Different types of innovation and their application within the organisation
 - Drivers of innovation
 - Conditions that promote and hinder innovation in the workplace



- ✓ **Building Professional Relationships (14. 10.)**
 - What is meant by Professional Relationships
 - Who they should be established with
 - Why they are needed in business and the implications of poor/ failed relationships
 - How to build Professional Relationships



- ✓ **Understanding Stress (8. 11.)**
 - How to manage own stress in the workplace
 - Positive and negative aspects of stress
 - How our bodies respond to pressure
 - Importance of breathing and quality sleep
 - Massage and reflexology



- ✓ **Presentation Skills (7. 12.)**
 - Learning styles
 - Planning and preparation
 - Shaping the presentation
 - Support/ Prompts
 - How to create a good presentation



What's JODA training?

JODA Training provides the very best in training interventions to match your needs and specifications. Professional development is harder to access and fund in the current economic climate than ever before, constraining individuals and organisations that need leaders and managers of the highest calibre to meet existing and future operational challenges.

Simon Chater - tutor

He founded JODA Training in 1993. With over 20 years' experience as an Operational Manager, he specialises in management and personal development at operational levels in the public and commercial sectors. He currently delivers a challenging and innovative range of ILM Leadership and Management programmes through traditional workshops and blended learning as well as awareness sessions on Stress Management/Customer Service/Professional Relationship Building. Simon offers highly professional levels of facilitation and training delivery.

More informations:

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