

WORKING IN YOUR ORGANISATION

Workbook – KEEP GROWING

Objectives

Having completed this workbook, you will be better able to:

- Consider how immediate and short term goals can contribute to your longer-term ambitions
- Build your self-awareness to enable you to assess yourself with accuracy
- Look at how you can learn and how to identify many types of learning opportunities
- Understand how checking you are on the right track, measuring your progress and continuously reviewing the importance and value of your goals can motivate you, and help you to achieve your longer-term goals

Contents

Section 1

Where do you want to go?...

- Begin with the end in mind
- Back to the future
- Use your head
- Back to earth
- Career and work options

Section 2

Where are you now?...

- Self-awareness
- Building self-awareness
- Assessing yourself

Section 3

How can you get there?...

- How do people learn?
- Formal and structured learning opportunities
- Look for opportunities – learn as you work
- Barriers to learning and development

Section 4

How will you know when you've arrived?...

- About goals
- Setting SMART development objectives

WORKING IN YOUR ORGANISATION

Workbook – GET ORGANISED

Objectives

Having completed this workbook, you will be better able to:

- Understand your current organisational habits, find a balance between action and reflection, and find the way that works for you to make you more productive and less stressed
- Look at how you can plan and prioritise more effectively, focusing on the important and relevant tasks and activities
- Explain how you can overcome some of the barriers that stop you from being able to organise your work, and some key ideas and techniques to help you be better organised

Contents

Section 1

Get a balance...

- What are you like?
- Poor sense of timing
- Slave to adrenaline
- Putting things off
- Inflexibility
- Doing too much
- Getting the balance right

Section 2

Get it done...

- Planning
- Checking your activities
- Get your priorities right
- Get the balance right – leadership activities

Section 3

Get off the blocks!...

- Taking responsibility
- Developing assertiveness

WORKING IN YOUR ORGANISATION

Workbook – YOU AND YOUR ORGANISATION

Objectives

Having completed this workbook, you will be better able to:

- Explain and understand the backdrop for where your organisation is heading and why
- Identify some of the factors that affect your organisation's development and apply this process to your team
- Understand the link, and spot any conflicts, between what your team does and what the wider organisation does
- Identify what culture is, what impact it can have and whether or not you can influence it

Contents

Section 1

Taking a snapshot...

- What is an organisation?
- What is driving your organisation?
- Who are the stakeholders?
- What are the challenges?

Section 2

Meeting the challenge...

- Where do we want to get to?
- Where are we now?

Section 3

Making decisions...

- How can we get there?
- How do we know we've arrived?
- What does measuring involve?
- Putting all the measures together

Section 4

The way we do things here...

- What makes up the culture of an organisation?
- Does culture matter?
- Can you influence the culture?

WORKING IN YOUR ORGANISATION

Workbook – LEAD ON

Objectives

Having completed this workbook, you will be better able to:

- Consider the various roles, qualities and skills a leader needs to adopt, assess your own quality and skills and identify some to develop further
- Understand how to assess each situation, choose the most effective leadership style taking into consideration the situation, and put this learning into practice
- Identify how to initiate and develop trust between yourself and your team members, and how to put this learning into practice
- Explain the benefits of empowerment, and put into practice a four stage plan for effective delegation

Contents

Section 1

What does it take to be a leader?...

- What does a leader actually do?
- What skills and qualities are needed?

Section 2

Match style to situation...

- Three things to consider
- A spectrum of styles
- How ready are your followers
- The task and environment

Section 3

Build a spiral of trust...

- What is the trust level?
- Initiate a trust spiral
- Get into their shoes

Section 4

Giving ownership...

- Why share ownership?
- Power to the people
- How to delegate work