



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Events are run using a mix of trainer-led sessions, hands-on practice and group discussions.

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Staff Development

(1 day)

“If the success of your business depends on the quality of your staff you had better fully develop their talents.”

Benefits

For people to feel fully engaged staff development should be about developing the whole person. Whilst improving job-related skills is important, businesses should also aim to create an environment where members of staff are able to perform at their very best.

Aim

To examine ways of achieving a system of staff development so that all employees can quickly reach & maintain their full potential.

Objectives

By the end of the training you will be able to...

- Identify a number of strategies for assessing current performance levels and planning for further development
- Critically evaluate the appraisal process and develop a method which suits them and their organisation
- Assess the value of training & learning opportunities within the workplace & how best these can be used to motivate and inspire

Content

- Why have staff development? Consideration of staffing issues (including induction, retention, motivation and performance)
- Overview of common performance management systems and processes (including Development Cells and 360° feedback)
- Preparing for and conducting a development session and the importance of recording outcomes and actions
- Recognising training needs and maximising chances of success
- Steps to creating a learning culture within your organisation
- The work ethos - consideration of work methods, work-related attitudes & values, and the building of supportive relationships
- Co-operative team working and employee engagement
- Work-life balance and flexible working