

Developing Others – Timeline & Key Learning Points

Start	End	Topic / Session	Key Learning Points
10:00	10:10	Welcome & Intro	Participate! Course guidelines
10:10	10:15	Workshop Overview	Day's milestones
10:15	10:30	Workshop Objectives	Share personal objectives / expectations Our Honey & Mumford learning styles will influence how we respond to the day's activities
10:30	10:55	Your Role in Developing Others <ul style="list-style-type: none"> • Exercise in pairs - good / bad people developers (15 mins) • Brainstorm manager's & employee's responsibilities (10 mins) 	Characteristics / attitude of good – and bad – people developers The manager's responsibility in developing team members – proactively supportive The individual's responsibility for their own development – doing it!
10:55	11:10	Underpinning Management Principles <ul style="list-style-type: none"> • John Adair Action-centred leadership (2 mins) • Tasks versus relationship preferences (5 mins) • Situational leadership (5 mins) 	Developing people is a core part of the manager's job You can't achieve company objectives without doing it We all have a natural style but can – and should – adapt to suit the situation No 'one size fits all' – how to apply the principles of situational leadership

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Start	End	Topic / Session	Key Learning Points
11:10	11:25	BREAK	
11:25	11:50	Identifying Potential <ul style="list-style-type: none"> • Discussion – defining potential (5 mins) • Framework: knowledge, skills & attitude for assessing strengths and development needs (5 mins) • 5 guiding questions (5 mins) • Discussion - The role of competency frameworks (10 mins) 	Definition of potential KSA as a practical framework Developing people is about fixing problems AND about helping them to be the best they can be Key guiding questions for exploring development needs Relevance of competency frameworks as objective, external benchmarks / guidelines to assess progress
11:50	12:30	Identifying potential: practice session (40 mins) Includes practice of : <ul style="list-style-type: none"> • K,S,A • SMART • 5 questions • Linking development to / from competencies 	
12:30	13:15	LUNCH	

SAMPLE TRAINER PACK