

Bite-Size Workshop – Managing Communication

The purpose of bite-size workshops is to provide managers with a basic introduction to simple tools and procedures. Each session will be led by a highly experienced tutor and will include written handouts for the participants to take away.

We provide these workshops because we recognise that it is sometimes very hard to take a full day out from the normal work routine to attend a conventional training workshop. We also recognise that reading a guide or completing an online learning module doesn't provide the opportunity to ask questions and seek advice on how to implement the new skills or processes.

Each workshop lasts for 2 hours. The tutor will then be available for 1:1 discussions for a further hour after the bite-size session for those participants who have the time to stay or need further help.

Who Should Attend?

Bite-size workshops are designed for all managers who need to acquire and implement a new skill or capability but simply do not have sufficient time to spend on a conventional workshop. The focus is on WHAT and HOW to do something rather than on WHY we do it.

Managing Communication

This simple and effective workshop provides each manager with:

- 1. Three tools/techniques to REDUCE email volume (in and out)**
- 2. One tool to prepare an EFFECTIVE briefing/presentation in 10 minutes**
- 3. One tool for ENGAGING a team member in changing behaviour**
- 4. One template for IMPROVING the quality of written communication**

Each manager will leave with a simple pack of **SIX** communication tools and guidance on how to use them from the very next day.