

A selection of some of the training courses we can deliver for you.....

Leadership and Management / Personal Development courses



24. Delegation, Motivation and Communication for all Staff - 6 hours

- What is meant by Leadership
- How to feel more confident in your role
- Getting your message across using effective communication skills
- Skills of Leadership / Strategies / Problem Solving and Decision Making

25. Lead an Effective Team through Coaching, Supervision and Mentoring - 6 hours

- Definition of Coaching, Supervision and Mentoring
- How to utilize each of these in practice for improved performance of your team
- Links to safeguarding and welfare requirements of the EYFS

26. How to Deal with Difficult Situations and Conflict - 6 hours

- Dealing with difficult situations
- Working with different personalities in the Team
- Working with challenging behaviour from adults (in the team; Parents; other Professionals)
- How to negotiate and avoid conflict
- Assertive communication



27. Team Building - 3 hours

An interactive course with a wide range of activities, group work, case studies, scenarios and quizzes to encourage your team to work together more cohesively and effectively, with a focus on:-

- Communication skills
- Empathy
- Working with others
- Decision Making

28. Communicating with Confidence - 3 hours

- Definition of Communication
- How to promote effective communication
- 'Saying what you need to say, clearly and effectively'
- Communication with the Team / Parents / Children

29. How to Perform an Effective Appraisal and Supervision - 6 hours

- Definition of Supervision
- Definition of Appraisal
- Examples of documentation
- Links to the EYFS framework
- Practical examples and Case Studies

(Documentation templates will be included in the handouts)



Our Leadership and Management courses also include the following topics, which can be combined to make a one day course or a series of courses:

- Creating / Building on a joint vision
- The role of the Leader / Manager within the EYFS – Qualities / Definition of a Leader
- OFSTED - What are the expectations of a Leader?
- Your Position / Role; Professionalism and Values
- Reflective Practice
- Coaching Skills - use of the GROW model to support yourself and the team
- Perceptual positions – Seeing things from others' points of view
- Emotional Intelligence (Self awareness; Self regulation; Motivation; Empathy and Social Skills)
- Effective Supervision and Appraisal as Leader and Manager
- Managing and Effecting Change' in the Workplace
- Values of the Team and the Workplace / the Organisational climate, linked to the Values Of the setting
- Leadership models / how does this link to your role?
- Conflict Resolution
- Accountability and Autonomy
- Problem Solving
- Motivating and Inspiring the Team
- Decision Making
- Goal setting, Targets and Action planning
- Use of Language / Effective Communication skills, Verbal and Non-Verbal
- Building Confidence as a Professional, within the team and within the wider context