

Creating Values, Visions, Mission Statements and supporting Strategic Goals

Business leaders need to inspire and motivate their employees in order to achieve short and long-term **business goals**. This workshop explains in practical terms what a **Vision** is for and how it is supported by a **Values statement**, a **Mission statement** and **Strategic Goals**. Come and be inspired to create your own **Vision** to ensure that you and your employees are all motivated to work for the same common goals.

Key Benefits

This workshop will help participants to:

- Understand the importance of clear and inspiring Visions
- Identify the Corporate Values that define what their company stands for and how its employees should behave
- Develop inspirational Visions and Mission statements
- Create SMART Strategic Goals
- Understand the importance of communicating their statements and Goals to their employees (and how)
- Monitor and control the implementation of the Vision and Goals



About this workshop:

This workshop will include:

- A range of highly practical activities resulting in draft, or revised, corporate statements
- Development of strong writing skills to support the development of clear corporate statements
- Development of a leadership mindset that clearly links the setting of corporate goals with functional and individual objectives
- How to communicate your statements with colleagues and staff
- Ways to identify the blockers and drivers to creating and implementing inspirational Visions

Who, when and where?

Aimed at:	Owner Managers, Directors and Senior Management
Facilitators:	Highly qualified and experienced individuals
Duration:	Typically a 1 day intensive workshop with client preparation
Location:	Workshops are delivered in premises to suit you
Cost:	Depends on the level of preparation and client customisation

Please contact Niki King at niki@consultrix.co.uk or call her on 01793-726128 for further details

Managing and Controlling Business Planning

Business plans play an important role in controlling business activities, monitoring and allocating resources and ultimately helping managers to achieve corporate goals. Managers who regularly assess performance against plans and targets are more likely to achieve their goals, work out where they are going astray and put in place corrective measures. Come to the workshop and learn how to create sound business plans and make them work to your advantage.

Key Benefits

This workshop will help participants to:

- Clarify the uses and abuses of business plans
- Understand the business planning process and cycle
- Structure their own business plans to suit their own requirements
- Understand what resources are available to help them create a plan
- Create Key Performance Indicators
- Monitor and control the implementation of their business plans
- Understand the importance of involving and communicating plans to employees (and how)



About this workshop:

This workshop will include:

- A range of highly practical activities resulting in the creation of:
 - example outline business plans; driven by your requirements
 - high level timetables to manage the process
 - typical key performance indicators
- How to make use of the resources available to you both on and offline
- Development of strong writing skills to support the development of clear business plans
- Development of a leadership mindset that clearly links the setting of corporate goals via the business plan with functional and individual objectives
- How to communicate and monitor your plans with colleagues and employees
- Ways to identify the blockers and drivers to creating and managing successful business plans

Who, when and where?

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Setting Objectives

Many employees do not know what is expected of them. When there is confusion it is hard to discipline employees for failing, or reward them for succeeding. Clarify what you expect from your employees and see their levels of **motivation** and **performance increase**. Come to the workshop and learn how to create **SMART** goals aligned with **corporate goals** which, when communicated and monitored properly, will guarantee you and your employees' success.

Key Benefits

This workshop will help participants to:

- Confidentially use a variety of objective types
- Understand why objective setting is important
- Create context-relevant SMART objectives
- Align objectives with corporate goals
- Understand the importance of communicating clear objectives to employees
- Monitor and manage objectives



About this workshop:

This workshop will cover:

- What factors you need to take account of in setting objectives
- A range of highly practical activities resulting in the creation of:
 - different types and uses of objectives
 - context rich, SMART objectives
- Development of strong writing skills to support the development of clear objectives
- The importance of aligning corporate goals with functional and individual objectives
- How to use objectives during performance appraisals
- How to communicate and monitor objectives to colleagues and employees
- How to use creative visualisation to keep focused on goals

Who, when and where?

Aimed at:	Owner Managers, Directors and Senior Management
Facilitators:	Highly qualified and experienced individuals
Duration:	A 1 day workshop
Location:	Workshops are delivered in premises to suit you
Cost:	Depends on the level of preparation and client customisation

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Generating New Business

Times are hard and yes: new business is difficult but why reinvent the wheel? Immerse yourself in the strategies and techniques that will help you win new business and learn what works and what doesn't. Create your own new business strategies and business development plans to ensure that you build a companywide new business culture. Learn tips from experts including how to implement and manage your plans successfully.

Key Benefits

This workshop will help participants to:

- Understand what makes a good new business person
- Grasp the psychology of selling
- Discover whether there is a secret formula for successful business development
- Target what kinds of client to look for
- Conduct a New Business Audit
- Understand the role of procurement
- Create compelling "Stories" to win business



About this workshop:

This workshop will cover:

- The new business process
- Advice and top tips from experienced new business practitioners
- Focused training exercises
- The creation of new business plans with KPIs
- How to generate opportunities
- Post pitch analysis
- How to market your agency
- How to handle the credentials meeting, deal with tender documents, pitches and budgets

Who, when and where?

Aimed at:	Owner Managers, Directors, New Business focused Managers
Facilitators:	Highly qualified and experienced individuals
Duration:	Typically a 1 day workshop
Location:	Workshops are delivered in premises to suit you
Cost:	Depends on the level of preparation and client customisation

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Communications and Culture

Business life is more complicated than ever, and the means we use to communicate more diverse than at any time during the history of mankind. On a daily basis we see how the way we communicate, our corporate cultures and our own personal styles and preferences all have a direct impact on whether we can achieve personal and business success. Learn how to identify and improve the corporate culture, your own communication style and the effect that these can have on your ability to achieve long term personal and business goals.

Key Benefits

This workshop will help participants to:

- Understand their own corporate cultures
- Understand the effect of culture on communication styles
- Identify their own personal communication styles
- Identify and overcome the barriers to effective communication
- Recognise the different ways of influencing others
- Explain the impact of positive influencing on clients, managers and colleagues
- Use a range of skills and behaviours to communicate positively and clearly



About this workshop:

This workshop will cover:

- How to identify your corporate culture
- How to identify your own personal communication style
- The effect of different forms of communications on colleagues, customers and clients
- How to recognise good communications and the effect of poor communications
- How to develop your communication skills
- Learn to listen and listen to learn - a forgotten skill
- Find ways to make technology your ally

Who, when and where?

Aimed at:	Owner Managers, Directors, Managers
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Managing Personal & Organisational Change

Attend this workshop and, through research and real-life exercises, we will help you to really understand the nature of organisational change and personal transition. You will be able to manage your own change in effective and ethical ways that best suit you. You will also develop the skill-set to help others do the same.

Key Benefits

This workshop will help participants to:

- Analyse and understand their own processes of personal change
- Establish their preferred ways of managing personal change
- Identify and explore the key stages for managing organisational change successfully
- Establish a portfolio of successful change leaders to show 'best practice'
- During the workshop itself, plan and brief a change project case study
- Plan/complete a focused 'live' change project



About this workshop:

This workshop will cover:

- How people change at a personal level and how they can help others to do the same
- The reality of change from experienced change agents and leaders
- Managing change through focused simulations and case studies
- The creation of personal change strategies and project plans with well-written KPIs
- The production of personal portfolios of best practice around change and leadership
- The planning, delivering and evaluation of a 'live' change project

Who, when and where?

Aimed at:	All middle/ front line managers actively involved in managing change
Facilitators:	Highly qualified and experienced individuals
Duration:	Typically a 1 day workshop plus some pre-work online
Location:	Workshops are delivered in premises to suit you
Cost:	Depends on the level of preparation and client customisation

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The effects of generational diversity at work

Most companies are struggling with the effects of the Economic downturn and business conditions are tougher than ever. Many companies find sourcing and winning new business tough and worse still are expected to service it with even fewer, but seemingly younger, and less motivated employees than ever before. Learn how to identify the “talent stars” of the future, what motivates your younger employees, how they affect your chances of winning and retaining new business, inter-generational issues and ultimately the effect they have on bottom line profitability.

Key Benefits

This workshop will help participants to:

- Understand the effect of intergenerational misunderstandings on your ability to win new business and to strengthen retention rates with existing clients
- Use your budgets to increase individual and group productivity during very tough times
- Identify “talent stars” across the generations and then learn how to get them to work constructively together to enhance the corporate culture and profitability
- Develop focused personalised tools for leading and learning across generations
- Refocus, revisit and refresh hidden creative potential



About this workshop:

This workshop will cover:

- A confidential exploration of participants’ value sets
- Focused discussions and activities examining age, life-stage and generational issues in the day-to-day setting of the UK workplace
- The use and application of personal tools and strategies for improving communication and for developing creativity across generational boundaries
- The use of personal tools & strategies improving personal and group productivity

Who, when and where?

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