

# Skills for Life and Work

## Providing you with Industry Leading Training

DEVELOP YOUR SKILLS AND CONFIDENCE THROUGH OUR PERSONAL EFFECTIVENESS TRAINING AND QUALIFICATIONS.

### CHOICE

Choose how you want to learn and progress from the following options:

### ONE DAY WORKSHOPS FOR PERSONAL DEVELOPMENT

- Confident Communication
- How Emotions affect Behaviour – Taking Control
- What makes me tick? Understanding your values and drivers
- Assertiveness
- Handling Conflict
- Time and Stress Management
- Coaching and Mentoring Skills

### A WORK SKILL WORKSHOP

- Introduction to IT – how to use a computer, keyboard, the internet and email.
- Outlook and Time Management
- Creating Excel Spreadsheets
- Motorpoint Software Operations for your job
- Parking and manoeuvring skills
- Banksman Skills
- Personal Safety at work
- Communicating with Customers

Let your manager know what workshops you would like to take part in and they will forward that information to Clare Bell (Learning and Development Manager).

Once we know how many team members want each workshop and where they are based we will organise dates and venues around these requirements.

12 Places on each workshop

Go to the Public Drive: Human Resources: Motorpoint Learning & Qualifications Centre and look in Skills for Life and Work Training Opportunities and go to either: Short workshops for personal development or short workshops for work skills or qualifications.



## TAKE PART IN ACTION LEARNING FOR PERSONAL EFFECTIVENESS

A 3 day programme: 2 day workshop, one month practice period, 1 day review.

- With the support of your manager you identify a specific area of your communication or behaviour that you want or need to improve. You define together how you would measure this improvement – in other words - what would you be saying or doing differently as a result of the training.
- You work with the trainer and your colleagues to learn some tools that will help you achieve the result you want and put a plan together to put your learning into action.
- You then take action and learn from doing.
- On the review day you share what you have done and the results and everyone learns from each others experiences.

9 Places

2 day workshop 16<sup>th</sup> & 17<sup>th</sup> February 2016

Review day 15<sup>th</sup> March 2016

Venue to be agreed dependant upon delegates

## CHOOSE TO TAKE PART IN AN INTERNATIONALLY ACCLAIMED DEVELOPMENT PROGRAMME:

**SPRINGBOARD FOR WOMEN – Four Module Development Programme**

**Dates: 20<sup>th</sup> October, 17<sup>th</sup> November, 15<sup>th</sup> December, 19<sup>th</sup> January.**

**NAVIGATOR FOR MEN – 4 Module Development Programme**

**Dates: 14<sup>th</sup> January, 11<sup>th</sup> February, 10<sup>th</sup> March, 7<sup>th</sup> April**

**20 places on each.**

Action packed modules of 1 module a month consisting of:

- Setting goals
- Communication Skills
- Assertiveness
- Coming across positively
- Presenting a positive image
- Building relationships
- Stress/health management.

Ring or email Clare Bell your Learning and Development Manager on 1184 –

[clare.bell@motorpoint.co.uk](mailto:clare.bell@motorpoint.co.uk)

OR Speak to your Manager or your H.R. Officer

