7 Seven Institute

EQUANS
EMPOWERING TRANSITIONS

Manager Passport Module Overviews

Introduction to Insights Discovery

The Introduction to Insights Discovery - Beginning your Journey, is a dynamic, engaging introduction workshop that helps individuals and teams grasp the theory of the Insights Discovery system. This workshop covers the foundational theory of Insights Discovery, starting with Carl Yung's three preference sets: Introvert v Extrovert, Thinking v Feeling, and Sensation v Intuition. Delegates will explore the four colour energies of the Insights Discovery model: Fiery Red, Sunshine Yellow, Earth Green, and Cool Blue, as well as identifying the eight psychological types: Director, Motivator, Inspirer, Helper, Supporter, Observer, and Reformer. Delegates will understand their own energy mix and how to practically apply the Insights Discovery system.

Objectives

- Understanding Perception
- Learn about the Jungian preferences
- Learn about the four Discovery Energy Colours and identify your colour mix
- Learn the 8 personality types of Insights Discovery
- Explore and understand your own personal Insights Discovery Profile
- Explore and understand others personal Insights Discovery Profile
- Learn how to identify the colour energies in others
- Learn to adapt your behaviour
- Create a plan of action

Change Management

Change is a constant in many of our lives. All around us, technologies, processes, people, ideas, and methods often change, affecting the way we perform daily tasks and live our lives. Having a smooth transition when change occurs is important in any situation and your participants will gain some valuable skills through this workshop.

The Change Management workshop will give any leader tools to implement changes more smoothly and to have those changes better accepted. This workshop will also give all participants an understanding of how change is implemented and some tools for managing their reactions to change.

Objectives

- Defining change within your role/environment at EQUANS
- Understanding the psychology of change
- Going through the change engagement process
- Be able to involve and support others through the change process.
- See change through from various perceptions using Insights Discovery.
- Identify potential change requirements within your role/environment at EQUANS

Time Management

The Time Management workshop will help delegates understand the importance of goal setting, planning, and task prioritisation. Delegates will identify their own weaknesses and complete a time management audit as well as identify their personal productivity cycle.

Focus is placed on creating a working environment that is conducive to productivity and high performance and delegates will examine the major obstacles, including email, interruptions, and multi-tasking. Finally, the workshop highlights the importance of the individual's energy levels and the role these play in producing good work.

Objectives

- Create rituals for a more productive day
- Time management and planning
- Complete a time management self-analysis
- Identify and manage downtime (wastage)
- Creating energy and motivation

Influence, Persuade and Negotiate

This workshop will help delegates learn to recognise and utilise some basic negotiation phases, terms, and techniques. Delegates will increase their confidence and learn to communicate with more presence by understanding the principles of persuasion and the importance of good body language. This course will help delegates understand individual personalities and the importance of identifying and adapting communication, based on individual preferences and situations.

Objectives

- Succeed when performing basic negotiations
- Become an influential communicator
- Quickly build trust by following 3 rules
- Recognise and influence different types of people
- Get people to listen to you
- Influence others without telling them anything
- Follow the six principles of persuasion

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Lead, Motivate and Inspire

This workshop will help leaders explore the importance of motivation and leadership within the context of leadership. We will draw from a variety of well-known research papers as well as organisations such as Gallup that write continuously around this subject of employee engagement. By the end of this workshop leaders will be equipped with the knowledge required to build an engaged and motivated workforce.

Objectives

- Identify the value of employee engagement
- Define your role as a Leader v Manager
- Recognise the connection between employee engagement, performance, and retention
- Understand what motivates employees
- Understand why people leave
- Recognise what builds engagement
- Explore how to engage individuals and teams through an empowering style of leadership and effective communication
- Learn the key stage in talent management
- Discover the value in using a situational leadership approach
- Create own strategies for reducing attrition

Introduction to Coaching Skills

Coaching is a method of development, using work to provide planned opportunities for learning under guidance, leading to self-improvement. During this one-day workshop you will identify the difference between coaching, mentoring, training, counselling etc. learn how coaching links to leadership and engagement, and explore and practice skills such as listening, questioning, and building rapport. You will then have an opportunity to put this into practice through several practical activities. The aim of this workshop is for you to be able to effectively use coaching approaches and methods to develop others.

Objectives

- Identify the difference between coaching, mentoring, training, counselling and consulting
- Understand the fundamentals of good coaching practice
- Be introduced to various recognised coaching models and tools
- Experience the power of coaching to help identify solutions to real problems
- Appreciate when to use coaching as a style of management when managing the performance of your team
- Learn to run a coaching session with an employee based on a *manager's toolkit*
- Practice and develop the skills to be able to hold good coaching style conversations