Furloughed Learning

This brochure explains how you can continue and expand your learning

and development plans while your teams are on furlough.

Learning and development options for furloughed

employees.

What do we offer for furloughed employees?

When employees are in furlough, they cannot work. However, the government allow and encourage employees to use this time to learn and develop. This is what we can offer:

Online Interactive Learning

A flexible form of e-learning that participants can work through at their own pace.

Virtual Training

An easily-accessible way of bringing people together to learn by taking advantage of web technology.

Remote Coaching

A process that aims to improve managers' overall performance.

Collaborative Action Learning Sets

A structured method of enabling groups to address complicated issues by meeting regularly and working collaboratively.

Recommended Courses?

Train the Virtual Trainer and Managing Remote Teams

Appraisals Training

Being Assertive and Handling Difficult Conversations

Better Time Management

Celebrating Diversity

Coaching Skills

Communicating Effectively to Get the Best from Your Team

Confident Motivation and Delegation

Creating a High Performance Team

Developing and Coaching Your Team for Success

Effective Negotiation Skills

Effrective Networking Skills

Emotional Intelligence

Equality and Disciplinary & Grievance

Improving Your Personal Impact

Influencing and Persuading

Interviewing Skills Development

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Introduction to Project Management

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Introduction to Project Management

Becoming and Inspiring Leader

Successful Leadership

Managing a Budget

Managing Change

Managing Diversity

Managing Performance

Managing Your Team Leaders' Performance

Maximising Energy and Building Strong

Practical Problem Solving

Presentation Skills

Problem Solving, Creative Thinking and Decision Making

Project Management

Report Writing Skills

Self-awareness for Effective Managers

Training and Developing Your Team

Train the Trainer

Translating Strategy Into Action

Understanding the Role of a Manager and Defining Team Focus

Apprenticeships During Furlough

Whilst their teams are on furlough, employers have the perfect opportunity to enrol their employees onto apprenticeships.

Enrolling staff onto apprenticeships takes a lot of setting up before the learning begins. A lot of the contact and communication at the start of the process can be done virtually so employers can enrol their employees whilst they are on furlough so they can begin their apprenticeship when they are back at work.

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Why Furlough Learning?

More and more employees across the nation are being put on furlough. This means they can't go to work, however, they are still allowed and encouraged to learn.

Whilst employees are furloughed and have a lot of spare time, they have an ample opportunity to catch up on learning or to put new development plans into action. Virtual learning is one of our specialisms; we have expert trainers who deliver our virtual training on a highly-interactive and participative platform with rich training features. Unlike with e-learning, virtual training allows participants to easily communicate, discuss and collaborate with each other and with the trainer.
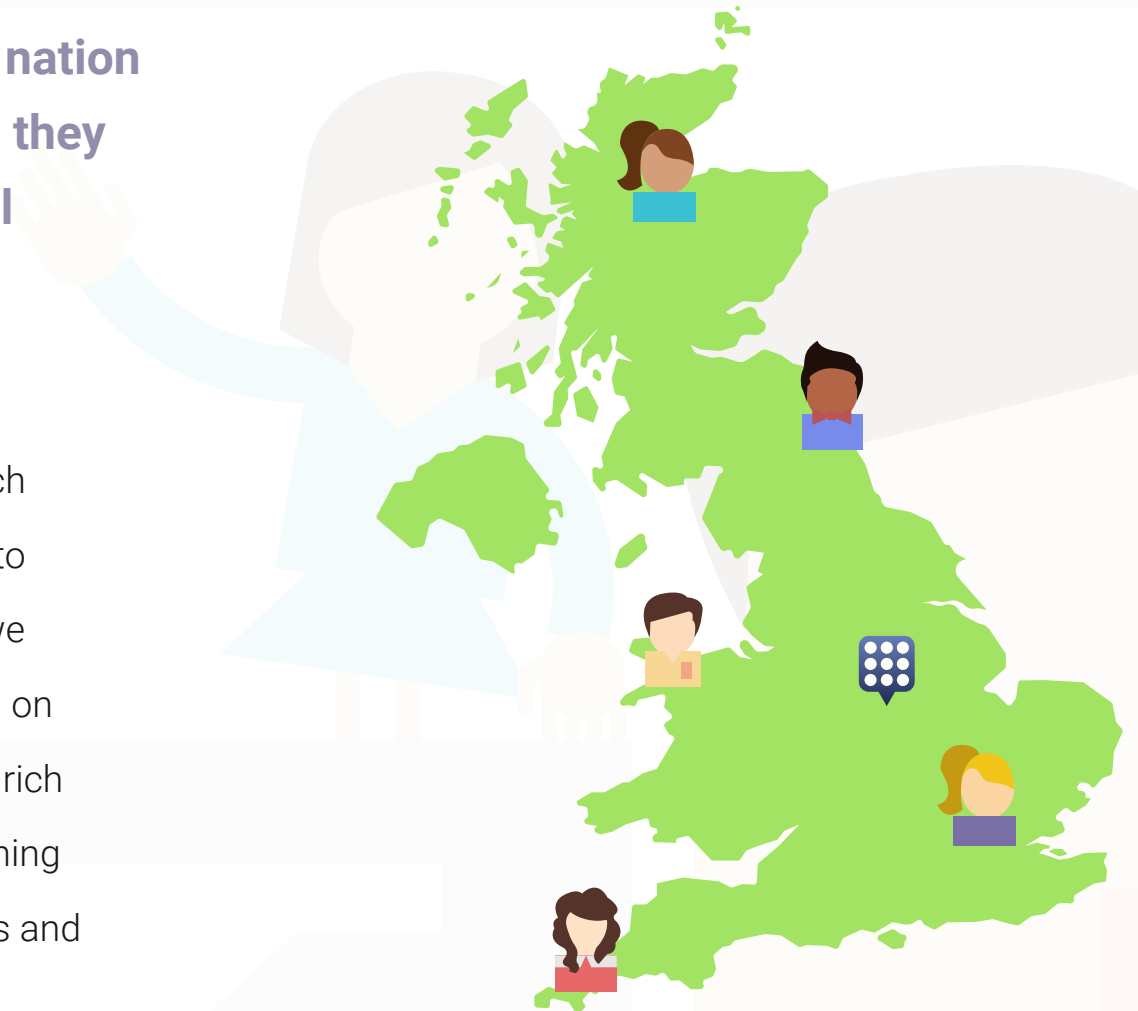
Online Interactive Learning

Online Interactive Learning is a form of e-learning that provides participants with interesting and engaging videos and content that they can work through at their own pace, in their own time and in their own way.

Because Online Interactive Learning can be done in easily-digestible, bitesize chunks, it is easy to incorporate into an already busy schedule. Participants can also take part in self-assessments to identify their skills gap to ensure that, by the end of their course, they have well-rounded knowledge, skills and behaviours.

The outcome of Online Interactive Learning is that participants come away with relevant, new, useful knowledge skills and behaviours without having to spend a lot of time away from work.

Why choose Online Interactive Learning?

- It provides a flexible approach to learning and development.

- It helps participants identify their skills gaps and then monitor their progress.

- It is suitable for all individuals, regardless of thier level of experience or expertise.

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Virtual Training

Virtual Training brings people from any location together in a flexible, convenient and easily-accessible way by taking advantage of web technology and recreating a classroom learning experience that encourages communication, interaction and collaboration.

Virtual Training helps teams overcome location, time and budget barriers that may otherwise stop them from doing face-to-face training and development sessions.

The outcome of this is that participants will have developed their skills through short, sharp, easily-organised training sessions.

Did You Know?

Contrary to popular belief, virtual-training is not e-learning! Instead, virtual training is live, virtual sessions between the trainer and learners.

What has Virtual training got to offer to you?

⊘ It can offer short, sharp, high impact sessions or up to 3 hour, detailed, engaging sessions depending on the participants' preferred way of learning.

⊘ It can decrease your training costs as it eliminates travel and hospitality expenses.

⊘ It is highly interactive and engaging and therefore effective.

Remote Coaching

Coaching is a process that aims to improve managers' overall performance.

This is achieved by managers working with an executive coach to maximise their strengths, improve their weaknesses and reach their full potential by setting individual and team goals

How could your teams benefit from coaching?

- ⊘ Managers with the improved abilities to harness the power of their teams to achieve organisational goals
- ⊘ An increased commitment to the organisational vision, mission and strategic aims
- ⊘ Greater retention and loyalty from managers participating in coaching
- ⊘ A happier and more effectively managed workforce
- ⊘ Increased team performance
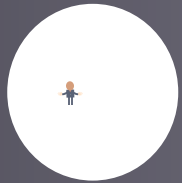
Collaborative Action Learning Sets

Action Learning Sets are a structured method of enabling groups to address complicated issues by meeting regularly and working collaboratively.

Our Action Learning Sets, facilitated by our Lead Trainers, bring participants together on a digital platform where they each present an issue or topic.
The rest of the group then ask questions about the idea presented to try and challenge the individual's understanding, perceptions and assumptions.

Why should you consider Action Learning Sets?

- ⊘ They encourgage and develop a culture of feedback.

- ⊘ They support individuals in overcoming their obstacles and challenges whilst also helping others.

- ⊘ They focus on sharing experiences and being honest, which helps employees develop stronger working relationships.

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Train the Trainer

This 3-hour course is designed to provide you with the design and delivery skills to deliver virtual training.

It explains the way webinars work, how to plan a session and make sure it is interactive and then the opportunity to practice training.

Topics Covered

- ⊘ What webinars are and how they are useful
- ⊘ What platforms are available and their benefits and drawbacks
- ⊘ How to design simple sessions including template
- ⊘ Tools and ways to ensure interaction
- ⊘ Delivery techniques
- ⊘ Practice session

Benefits

- ⊘ Design just in time training for agile environments
- ⊘ Save time and money on travel and accommodation
- ⊘ Ensure all have access to training

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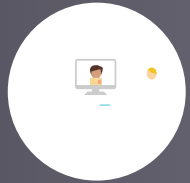
Managing Remote Teams

Remote working is becoming increasingly essential and this two hour interactive virtual workshop is designed to provide you with the ability to recognise the challenges of remote and virtual working, and more importantly ways to overcome those challenges.

Topics Covered

- ⊘ Identifying four key challenges of remote and virtual working:

- ⊘ Social isolation, Poor collaboration, Incomplete communication and Lack of results

- ⊘ Scenarios exploring these challenges

- ⊘ Tools and strategies to overcome the challenges including use of technology and communication guide

- ⊘ Exploring your issues complete with Q and A

- ⊘ Action planning

Benefits

- ⊘ Managers can rely on their virtual team and the team feels trusted

- ⊘ People feel part of a team even though they are remote

- ⊘ Teams collaborate to ensure results

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Appraisals Training

This workshop will give delegates the essential skills and understanding with which to conduct effective and productive appraisal conversations with their direct reports. It will also give participants the appreciation for the value and power of the organisational appraisal process when carried out properly and coupled with regular performance and development meetings.

Being Assertive and Handling Difficult Conversations

This workshop takes participants through ways to be more confident and assertive, while teaching the tools and skills required to deal with people who are behaving in a difficult manner. It explores what assertiveness is and how to be more confident. It also uncovers why people are difficult and ways to best deal with the situation in a manner that reduces conflict and creates a better outcome for all.

Better Time Management

Effective time management is a skill everyone has to acquire in order to meet the demands of their role. This course helps participants to recognise behaviours that negatively impact their efficiency. It provides them with the tools necessary to minimise contact with and/or manage those who steal their time, hold effective meetings and prioritise their workload.

Celebrating Diversity

This workshop gives delegates essential knowledge of equality and diversity legislation as well as internal policies and procedures. It outlines the benefits of diverse teams, and gives participants the conversational and perceptual skills needed to address and discuss issues around diversity in the workplace.

Coaching Skills

This course will introduce you to coaching skills and the GROW model, it will equip you with tools and questions to begin coaching your team or colleagues to help them develop. Coaching is an essential skill for managers that wish to develop and empower their teams and this is a great place to start.

Communicating Effectively to Get the Best from Your Team

This course will give managers a deeper understanding of communication and how to build stronger relationships with their team members as well as their wider network. The common causes of conflict are explored in addition to ways to over come it and build long lasting relationships through assertiveness, feedback and leadership.

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Confident Motivation and Delegation

Done well, delegation can be a motivational tool. This workshop trains managers to identify what motivates individuals and provide ways to keep them motivated in order to deliver in the short-term, and more importantly, over the long-term. It will focus on the tools and skills required to effectively delegate individuals and empower the team as a whole.

Creating a High Performing Team

This workshop gives managers the tools to create a team vision and lead the team along a plan of action online with said vision. They learn how best to develop, manage conflict within, deploy and challenge their team in pursuit of meeting team and organisational objectives.

Developing and Coaching Your Team for Success

This course will give managers a deeper understanding of communication and how to build stronger relationships within their team as well as their wider network. We explore what factors cause conflict as well as ways to overcome it and, ultimately, create long-standing relationships through assertiveness, feedback and leadership style. The course concludes with the opportunity for participants to practice modifying their communication delivery for greater impact.

Effective Negotiation Skills

Contrary to popular belief, good negotiation involves both parties feeling pleased with the outcome of a decision, deal or sale/purchase. This one or two day workshop takes participants through the psychology of negotiation and the tools and steps involved in negotiating in a controlled, prepared and confident manner and thus yielding better outcomes.

Effective Networking Skills

This workshop will give participants an understanding of the importance and role that both internal and external networking plays in business and the skills with which to network effectively and realise the benefits.

Emotional Intelligence

This course defines and trains you and other managers on how to understand and control your own emotions in a business context. Additionally you will look deeper into the emotional manifestations of others and how better to understand them so as to strengthen your leadership style and support your team where appropriate. This understanding will be crucial to making the right decisions within and outside of your own area.

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Equality and Disciplinary & Grievance Coaching Your Team for Success

This course provides a route through HR considerations, focusing first on managing absence and well being, then taking a deeper look at The Equality Act (2010) and disiplinary and grievance procedures in order to shed some light on otherwise daunting HR responsibilities. On completion, participants will feel confident in dealing with HR matters in a fair and consistent manner.

Improving Your Personal Impact

This course encourages you and other managers to understand how you are perceived and then to tailor your interactions to those perceptions and the styles of others around you. The training will give you the tools to establish better and more productive personal and working relationships through increased self-awareness and emotional intelligence. The focus is on the productivity and strength of your personal interactions and working relationships.

Influencing and Persuading

Professionals and managers are increasingly being expected to work in partnerships either internally or externally, which involves gaining consensus, cooperation and understanding from other parties. This 1 day workshop will give delegates the skills and tools to sell their ideas and opinions to other stakeholders.

Interviewing Skills Development

The ability to effectively interview is a crucial skill for any manager as the quality of the interview can have an impact on the suitability of the person hired. This course helps participants to understand the reason interviews are important and the mistakes that can be made. It gives participants the tools necessary to effectively prepare for and conduct interviews and make objective and informed hiring decisions.

Introduction to Project Management

This workshop will give participants insight into the characteristics of projects as well as how to successfully plan and manage them.

Leader Essentials 1 - Becoming an Inspiring Leader

This workshop gives managers a full understanding of their responsibilities as leaders. It will train participants on what their team look to them for and what senior management want from them, emphasising the importance of taking ownership of their leadership roles. The workshop will go onto focus on how to build a clear and inspiring vision and provide ways to communicate and engage the team to follow and implement the vision.

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Leader Essentials 2 - Successful Leadership

This course focuses on the style of the leader and the direct impact that they can have on their team's success. Managers gain an insight into successful leadership practices and styles, with an emphasis on understanding their own preferred style. The ability to apply and adapt their style to the situation is covered and course moves on to ways of building trust and creating an open culture to ensure the best results from their team.

Managing a Budget

This course will train you on the importance of financial knowledge and how to read and understand key financial documents as well as how to set, monitor and manage your budget.

Managing Change

This workshop will give participants an understanding of and model for implementing and managing change. They will be encouraged to look at change within their own organisation as well as external examples to develop insights into what does and does not work as well as why the necessity of change has to occur. In addition, participants will develop the skills required to manage people through change and effectively deal with resistance to it.

Managing Diversity

This workshop will give managers the understanding and tools with which to manage a diverse team. It will focus on the opportunities that exist when managers take advantage of the diversity within their teams and the amazing results that can be gained. It will also give managers the skills with which to identify and deal with conflicts arising around topics of diversity, as well as point out when to seek help or expertise in these matters.

Managing Performance

This workshop begins by outlining the many benefits of managing performance effectively. Participants learn to set clear expectations, ways to monitor and review performance and how to hold feedback conversations. Even with exceptional management, there will be times when performance needs addressing; thus, the course concludes on the reasons for this and how to monitor, motivate and manage poor performers.

Managing Your Team Leaders Performance

This course will train managers on the importance of managing performance and give them the tools to deal with the added complexity of managing people who manage. It focuses on how to help the set the direction for the team leader and ensuring the monitoring, development and review of that team leader to maximise their performance.

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Maximising Energy and Building Strong

The professional environment demands a great deal of time and energy - this course provides participants with ways to maximise their energy and become more resilient in the work environment. They learn how to identify when energy levels are low, the best courses of action to take to resolve it, and resilience factors for long term stamina.

Practical Problem Solving

This course will give you and other managers the tools to identify and resolve problems in the workplace. Too often the symptoms of problems are dealt with but the actual causes of the problems remain unsolved only for the symptoms to reappear shortly after. This course will take you through the steps necessary to fully resolve a problem and ensure that it does not reappear later down the line.

Presentation Skills

This course will train you on how to deliver a successful, confident presentation that effectively communicates key messages to the audience whilst keeping them engaged and entertained. This course will teach you to present in a clear, interesting and enjoyable manner, it is also a great deal of fun!

Problem Solving, Creative Thinking and Decision Making

This course builds on the Problem Solving Skills course and gives managers more tools and ideas on how to find creative solutions for problems and how to make good decisions when choosing a solution to implement. This will further their understanding of the tools and models we can use to make improvements and encourage others to look for them too, ultimately instilling a problem solving culture in their teams.

Project Management

This course gives delegates a simple but scalable model with which to plan, set-up and manage projects. It will train delegates on the key stages of the project lifecycle as well as introduce the skills that are essential for effective project management.

Report Writing Skills

The ability to write, collate and present professional data, ideas and proposals are essential skills for managers and leaders. Poor report writing will undermine otherwise good ideas. This workshop will teach managers how to avoid such pitfalls and give them the skills needed to address their audience professionally and persuasively.

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Self-Awareness for Effective Managers

Self-Awareness is at the very core of good leadership. This workshop uses a selection of tools and profiles to help managers and leaders identify their strengths and develop their areas for improvement. Improving self-awareness is a core concern for anyone wanting to manage their people effectively.

Translating Strategy into Action

This course will train you in how to implement strategic plans across your business. Good strategic plans are often left by the wayside as business as usual gets in the way of your grand designs for change and improvement. This course addresses the frequent blockages to strategy delivery and tools with which to implement and track progress.

Training and Developing your Team

This workshop will give participants the tools with which to develop their teams' skills through informal training sessions and follow-up coaching conversations. Participants will also develop an understanding of why training their team is crucial to their own success.

Train the Trainer

This 3 day workshop will give participants the key tools needed to plan, design and deliver effective and innovative training. Focusing on those three key areas will lead to well structured training sessions that engage participants with a view to developing knowledge and skills.

Understanding the Role of a Manager and Defining Team Focus

This course gives managers an understanding of their role and helps them balance their management approach to get the best results. The workshop goes on to explore effective time management and provides strategies to delegate successfully. Managers learn to set objectives that give clear direction to the team. The focus then moves to the key skill of communication and how to overcome the barriers that communication presents. The course concludes with creating a clear plan for future development in the role.

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What our Participants and Clients Say

"**Nine Dots Development is Farm Africa's main L&D partner. They provide an excellent service, working with us to develop and tailor learning programmes that really work for our organisation. Their approach to embedding learning into daily work is really useful, as is the ongoing support they provide to staff outside of the training room. They also offer a range of solutions for delivering learning and training that really worked for us as an international organisation, with staff often based in remote parts of Africa. Our teams love the interactive approach to training and find the additional tools and reading genuinely useful and applicable to their working lives. We would absolutely recommend Nine Dots Development to any organisation that is looking for practical, relevant training that their teams can relate to, and draw on in their daily work.**"

Jane Doughty

Head of Human Resources

Farm Africa

💬 **Inspiring**! Will start to implement **new skills** ASAP!

💬 I found the session to be **open and engaging**. The pre-course work for the session got me thinking about the course. Very positive.**Compelling** and **thought-provoking.**

💬 **Excellent** content, **delivered effectively** and in a way that everyone would understand. Really **going to help going forward.**

💬 For both my personal development and my team's development - today was **incredibly important.** We shared honest and open examples and we became more self-aware throughout the session. **Great course and very valuable on all levels.**

💬 **Informative** session that equipped me with knowledge of skills I could improve and **utilise in practice.**

💬 Very positive and **fun** but provided a **business perspective**. Good to mix with **the team.**

Check out **hundreds of reviews and training outcomes** that are featured on our website:

ninedotsdevelopment.com

Sounds great, what are the next steps?

If you are looking to continue or expand your learning and development plans for your furloughed employees, please get in contact with us to see how we can help support you.

Enquire today by calling our HQ:

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Request a call on our website: **ninedotsdevelopment.com/web/callrequest**

Send us an email: **enquiries@ninedotsdevelopment.com**

Nine Dots Development
The Leadership & Management Training Specialists

Nine Dots Development

We help assist organisations to expand the skill sets of their employees, from junior managers, all the way through to executive level positions.

We do this through:

→ Bespoke/tailored training workshops

→ 1 to 1 coaching

→ Qualifications
(CMI/ILM/Apprenticeships)

Our work tends to cover **3 broad areas** of skills and behaviours which can be categorised as:

→ People Management

→ Business Management

→ Self Management