

Our training programmes

Leadership I

This programme trains management to motivate and stimulate their employees and to aid their development:

- Discussing the midyear appraisal
- Redefining team goals
- Target setting at an individual level
- Situational leadership
- Creating stronger teams
- Time management I

Result: managers are able to translate the department goals into team goals and individual goals, they are able to set targets for the employees in a way that is effective and motivating and they can adapt their leadership style according to the competence and commitment level of their subordinates.

Training for: management

Duration: 2 day programme

Leadership II

This programme trains management to spot the talent in their team and to manage performance:

- Evaluation of situational leadership and follow-up
- Talent audits
- Dealing with performance
- Time management II

Result: managers are aware of the talent and potential of their teams and know how to deal with poor performers.

Training for: management

Duration: 2 day programme

Leadership; supervision sessions

We create a learning environment that challenges management to think about their personal development. This aims to create better leadership skills and shows them how to improve the performance of their team.

Several supervision sessions and training sessions are given during the year to facilitate the development process.

Training for: management

Duration: 2 hours per session

Appraisal and midyear feedback

This training focuses on creating successful employees. Participants will work with the theory and practice of appraisal interviews to improve employees' performances. They will learn how to prepare and execute motivational conversations with employees for a variety of situations. After this training they will know how to encourage employees and to help them thrive.

Training for: managers with little experience in appraisal interviews or managers who want to improve their abilities in this area. No prior experience is necessary.

Duration: 2 day programme

Communication skills

This training makes use of the MBTI survey results and shows the effectiveness of using a variety of communication skills. Participants learn to vary their communication to create positive outcomes and to adapt their communication to the situation at hand.

The training programme includes:

- One-way and two-way communication
- Active listening and interviewing
- Giving and receiving feedback
- Verbal and non-verbal communication
- Presenting yourself

Result: increased awareness of the working environment, the ability to adapt communication to a given situation and good personal presentation skills.

Training for: management and communication staff

Duration: 2 day programme

Influencing skills

This training makes use of the MBTI survey results. Participants learn how to apply their new insights into how they affect people and their working environment. Different exercises are used to demonstrate how individuals can influence a situation strategically. They are shown several possible dynamics and learn the effectiveness of adapting their behaviour to different situations.

The training programme includes:

- Different ways to communicate to achieve your goal
- Verbal and non-verbal communication
- The influence model, Leary's Rose
- Dynamics in influencing
- Communication strategy
- Influencing strategy

Result: an increased awareness of the working environment and of influencing dynamics and opportunities, adapting communication and approach to different situations to reach goals (win-win).

Training for: management and communication staff

Duration: 2 day programme

Time management

This training focuses on using time more efficiently, goal setting, structuring work, managing agendas, delegating. In short: how to get the work done, increase productivity and save time.

Result: participants can plan and organise their work efficiently, they save time and are more productive.

Training for: employees who wish to be more efficient and who wish to save up to 15-20 percent of their time.

Duration: 1 day programme with the possibility of a coaching session at the workplace.

Care4HR, because we care!

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