

Business Improvement Workshops

£375 for the series of 5 workshops + funded advisory visit

Also included: a fully funded IIP advisory visit to be redeemed following the course of workshops. Part of this visit will involve the completion of an Application for Assessment.

The series of workshops will be facilitated by a highly experienced IIP adviser & assessor and will comprise the following:

1. Overview of the IIP Standard

- What is Investors in People - the background to it & the benefits of using the framework
- Using IIP Interactive on-line tool
- Finding out where we are now
- What the Investors in People website offers
- A simple action plan for each delegate

2. Planning

- Defining the vision, purpose, wider aims and values of an organisation
- Business Direction – where are we now
- Business Planning – using SMART objectives & developing a business plan
- How will we measure our success?
- Involving employees
- Cascading objectives – to teams & individuals

3. Learning & Development Planning

- Planning Learning and linking learning to business objectives
- Example of a Training Plan
- Planning to evaluate - setting out the objectives of learning
- Learning Styles, range of learning activities / solutions to ensure equality of opportunity for all to learn and develop
- Involving employees in identifying learning needs and finding solutions
- Induction

4. Managing People

- Managing Performance – giving feedback
- Designing an appropriate performance review process – communicating this to employees, ensuring people carrying out reviews have the skills to do so, preparing for the review, capturing the outcomes
- Describing what is expected of managers, getting their ‘buy-in’ to this, including them in the performance review process
- Promoting ownership & responsibility
- Involving employees in decision-making
- Recognising and valuing employee contribution

5. Evaluation

- Why do it?
- How to do it!
- Making sure learning needs are met
- Validation & application of learning
- Linking outcomes back to business & learning objectives
- Using the outcomes of evaluation - continuous improvement
- Evaluate progress – moving to the next stage

Please note that delegates will be asked to undertake some work to be completed between workshops