

# CAREER ESSENTIALS

Development your people have time for that really works

90-minute sessions. Real-world impact.

## What is Career Essentials?

A suite of 90-minute, focused training and development sessions designed to build skills quickly and practically.

## How it Works

- ✓ Pick individual sessions
- ✓ Build a tailored programme
- ✓ Delivered in-person or online



## Influence & Alignment

- **WINNING PEOPLE OVER**  
Gaining buy-in for ideas and decisions
- **DISAGREEING WELL**  
Handling challenge and conflicting views productively
- **HANDING IT OVER**  
Delegating responsibility in ways that build ownership and capability
- **BRINGING PEOPLE WITH YOU**  
Creating alignment across teams and stakeholders
- **INFLUENCING WITHOUT AUTHORITY**  
Moving things forward when you don't own the decision



## Managing Performance

- **SETTING EXPECTATIONS**  
Defining what good performance looks like and how it will be measured
- **CHECKING IN**  
Using regular conversations to maintain progress and support development
- **HANDING IT OVER**  
Delegating responsibility in ways that build ownership and capability
- **SCORES ON THE DOORS**  
Making fair performance judgements using evidence rather than opinion
- **HANDLING THE HARD STUFF**  
Managing grievances, disciplinaries and difficult people issues fairly



## Powerful Thinking

- **GET YOUR THINKING HATS ON**  
Using structured thinking to make discussions clearer and more productive
- **BEYOND THE OBVIOUS**  
Expanding thinking to generate better options and solutions
- **KEEPING YOUR HEAD**  
Staying clear-headed and making better decisions under pressure



## Communication Basics

- **TWO EARS ONE MOUTH**  
Listening properly before responding
- **GETTING CURIOUS**  
Using questions to open thinking and improve conversations
- **MEETINGS THAT MATTER**  
Turning meetings from updates into decisions and progress



## Motivation & Employee Engagement

- **TURN THE IGNITION ON**  
Understanding what motivates people at work
- **PUT YOUR FOOT ON THE GAS**  
Creating momentum and sustained motivation in teams
- **UPHILL STARTS**  
Supporting people when motivation is low or work feels difficult



## Professional Credibility

- **WORKING YOUR BRAND**  
How everyday behaviour shapes professional reputation
- **PROVING YOUR WORD**  
Building trust by doing what you say you will do
- **COUNTING TO TEN**  
Managing emotional reactions in pressured situations



## Creating The Right Environment

- **ACTIONS SPEAK LOUDER**  
How everyday leadership behaviour shapes culture
- **BE YOURSELF**  
Leading with authenticity while understanding impact on others
- **WE'RE ALL IN THE SAME GANG**  
Creating shared purpose and collective responsibility
- **CHECK YOUR BLIND SPOT**  
Recognising what we don't naturally see in ourselves



## Developing Self & Others

- **DIAGNOSIS TO PROGNOSIS**  
Understanding development needs before offering advice or solutions
- **SEE ONE, DO ONE, TEACH ONE**  
Learning and capability grow through practice and shared knowledge
- **WRITING THE PRESCRIPTION**  
Turning development insight into clear and practical action



## Nurturing Performance Through Feedback

- **YOU'RE NOT MY MUM**  
Taking ownership of performance rather than waiting to be told
- **THERE'S A TIME & A PLACE**  
Choosing the right moment and setting for feedback conversations
- **YOU DON'T HAVE TO BE CRUEL TO BE KIND**  
Giving honest feedback while maintaining respect and trust
- **LETTING IT LAND**  
Ensuring feedback is understood, accepted and acted upon



## Personal Effectiveness

- **KEEPING THE TANK FULL**  
Managing personal energy to stay effective and resilient at work
- **LETTING GO & SAYING NO**  
Protecting priorities by making deliberate choices about what not to do
- **GETTING UNSTUCK**  
Moving forward when thinking, decisions or progress stall
- **NOW, NEXT, LATER**  
Balancing today's work with improvement and future thinking



## Judgement & Decision Making

- **CALLING IT**  
Making decisions when certainty isn't possible
- **SIGNAL OR NOISE**  
Separating useful information from distraction
- **CAUSE OR SYMPTOM**  
Understanding problems properly before trying to fix them
- **THE HARD CALL**  
Balancing fairness, risk and impact in difficult decisions



## Management & Leadership

- **SETTING THE TONE**  
The impact people have through everyday behaviour
- **CROSSING THE LINE**  
Making the transition from team member to team leader
- **WHEN NO-ONE IS WATCHING**  
The choices and standards that define personal leadership
- **READING THE ROOM**  
Understanding people, dynamics and context before acting