

Example Workshops from DELTA Group

Please contact us if you would like to discuss your requirements related to these or different needs.

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Managing Performance

To ensure people perform at their best managers must be able to manage performance effectively, linking objectives to organisations goals, dealing with problems and working to address underperformance to get the best from people.

Negotiation Skills

This workshop will explore what negotiation is and your skills as a negotiator. It will identify the steps of negotiating success and the essential rules of negotiation. You will come away with some top negotiating tips and have had the chance to practice them.



Project Management

This workshop aims to take a practical view of project management, the key tools and processes to deliver a successful result on time, on specification and on budget. It reviews the key tools used in specifying and planning projects and to consider actions to manage the project effectively keeping it on track and delivering a quality result.

Positive Attendance Management

A workshop that explores the nature of performance issues when managing staff. Tackling poor performance may mean introducing support measures in some cases, in others it may mean implementing disciplinary measures. Delegates will be given clear step-by-step guidance to understand their responsibilities, setting standards and managing performance.

Leading the Team

For those perhaps newer to management or team leading this workshop is designed to give participants the basics in their manager 'tool-kit'. It covers leadership, a manager's responsibilities, motivating and managing change.



Getting the Best from your Team

Good management grows and evolves. This workshop provides the opportunity to review key management approaches and delivers an essential update for managers to check their activities and current level of competence.

Managing Time and Personal Effectiveness

Time is at a premium but good time management - and thus personal effectiveness - is more than just diary management. This workshop looks at some key time management 'hints and tips' and also looks at communicating effectively and managing unreasonable demands.

Presentation Skills and Trainer Training

Fast becoming a prerequisite for people in many roles. This range of workshops develops the ability to influence effectively in presentations, or be able to deliver relevant and timely group or individual training and development.

Effective Recruitment and Selection

To ensure you get the right person for the job it is essential that anybody involved has a structured approach to recruitment and selection. This workshop also supports the move to ensure equality of opportunity and fairness in the process.

Developing and Implementing Appraisals, Effective Personal Review Meetings and Getting the most from your appraisal

Whether you want to design or support the introduction of a new system - or to update skills to make better use of an existing approach - these workshops help managers and employees alike to do their bit to ensure appraisals work and deliver an improvement performance.

Being Confident in Difficult Situations

Getting your point across just isn't enough. It is important to be able to effectively handle a range of difficult situations. This workshop looks at conflict, communication skills and assertiveness to help you become more effective.

Investors in People

A Manager's role - As a manager it is important to be clear about the range of activities you need to carry out. This is particularly relevant with regard to understanding the minimum expected actions of 'good practice'/Investors in People. This workshop helps managers be clear about what is expected of them and what they must actually do.

Mentoring or Coaching Skills

Managers, and others, are being expected to deliver day to day training and development or act in a coaching or mentoring role. This range of workshops, often linked to a programme within the organisation, gives people the skills to be an effective coach or mentor.