

2025 Snippets: Practical Tools

LEARNING AND DEVELOPMENT

This programme of 20-minute online refresher sessions concentrates on the tools found in a manager's toolbox for planning, time management and understanding performance. Click a title for more information or to book a place. **Mon 25 Sep**

Zoom
10th Feb
2:30 to 2:50

Covey's quadrants - Improving workflow management

This time management tool encourages you to look at tasks in terms of their urgency and their importance.

Zoom
10th Mar
2:30 to 2:50

Decision Making tools: identifying what may work for you

In this session we will consider two different decision making tools or frameworks: SWOT analysis, and Vroom-Yetton Decision Model.

Zoom
7 Apr
2:30 to 2:50

Hacks for meetings

This session focuses on the small changes you can make to improve the effectiveness of your meetings. We look at identifying the purpose of the meeting and managing the people.

Zoom
5th May
2:30 to 2:50

Circles of concern, influence and control

We focus on a simple schematic that allows us to analyse a situation in terms of our possible actions.

Zoom
26th May
2:30 to 2:50

Reflective Development

We focus on different tools and frameworks that we can use to structure and enhance our reflective practices.

Zoom
9th Jun
2:30 to 2:50

CIA model

This model supports our decision making when we have no control or influence over our concerns..

Zoom
7th Jul
2:30 to 2:50

Visual Information Flow—from Project Management to Meeting management

This idea provides clarity around workflow, challenges or identifies where support is required to achieve the goals.

Zoom
4h Aug
2:30 to 2:50

Managing your distractions

This session focuses on tools and techniques to help you focus in order to achieve the task with minimal distraction.

Zoom

Zoom
1st Sep
2:30 to 2:50

Managing your email effectively

A short session on tips and techniques for managing your email load.

Zoom
29th Sep
2:30 to 2:50

Pomodoro technique for time management

This effective time management technique focuses attention in short blocks of time and energy.

Zoom
20th Oct
2:30 to 2:50

Six thinking hats for better decision making

This is a practice that supports productive, focused and mindfully involved group thinking. It supports both critical thinking and collaboration.

Zoom
10th Nov
2:30 to 2:50

Tips for on the spot thinking

Ever been asked a question and not been able to respond at the time - then the response came to you an hour later? We will look at some tips and strategies to help you think and respond with clarity.