

MGI Development Academy Programme outline

MGI UK & Ireland is pleased to be able to offer this programme to anyone in a management role within their member firms.

The overall learning objective of the Development Academy is to give delegates the knowledge, skills and confidence to better manage themselves, other people and clients.

The current programme consists of ten elements over approximately two years as follows:

- Four one-day in-room workshops
- Four half-day online workshops
- Two 90-minute online action review sessions

The workshops comprise a mixture of lectures, practical examples, exercises and group discussion. There is also a focus on individual action planning to maximise the transfer of learning from classroom to client work.

The Development Academy has been designed to be modular, so each workshop is standalone; however, most delegates attend the workshops in the order set out below.

Lead Trainer



Angus Farr
Director
Training Counts

The Development Academy's lead trainer is Angus Farr, Director of Training Counts.

Angus is a mid-tier trained FCA and chartered CIPD member who is a business trainer, coach and conference speaker. He has spent 20 years working with organisations and individuals developing those all-important soft skills that can often determine business and career success more than technical knowledge alone.



Workshop contents



The Big Picture!

One day, in-room

- Why soft skills matter – impact of ‘grade drift’ and ‘management spread’ on recovery rates
- Differences between ‘good’ and ‘bad’ managers
- Practical difficulties of managing an emerging portfolio
- Personal effectiveness – tools and techniques to better manage to-do lists, emails, calendar and interruptions



Managing yourself

Half day, online

- Managing upwards effectively
- Introduction to assertiveness techniques
- Managing stress and becoming resilient



Managing others

One day, in-room

- Management style: becoming a contingent manager
- Delegating and giving instructions in hybrid working
- Managing poor performance: tricky conversations
- Introduction to office politics



Mentoring & motivating

Half day, online

- Context of employee lifecycle
- Mentoring: 2 models, 5 tools and 20 questions to kick start forward-looking conversations with your team
- Motivation: Understand how to get the most from your team



Actions review session

90 minutes, online

Follow up on individual action plans from recent workshops



Networking & negotiating

One day, in-room

- Why networking is important and why (most) people don't like it
- Practical tips for ‘before’, ‘during’ and ‘after’ your next networking event
- Why negotiation skills go beyond fee discussions
- Managing the six elements of your next negotiation



Business writing

Half day, online

- Before you write: purpose, audience and persuasion
- As you write: structure, style and spoilers
- After you've written: proofreading and appearance



Recruiting & selecting

Half day, online

- Context of employee lifecycle
- The six stages of recruitment from trigger to ‘getting to Day One’
- Selection methods including structured interviews



Pitch presentation skills

One day, in-room

- The four purposes of presenting
- The six elements you need to manage: message, materials, self, delivery, audience and domestics
- Competitive pitch exercise in teams



Actions review session

90 minutes, online

Follow up on individual action plans from recent workshops

Find out more

Please contact Rachel Pugh for further information and costs.

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