



**+ VMG Associates +**

**Bitesize Sessions  
Menu of Opportunities**

# Introduction

Bite-size sessions generally last for around 90 – 120 minutes and offer participants the chance to learn more effectively over a much shorter period, removing the need for travel, reducing costly down-time away from work and bringing a tightly focused approach to skills development. Such sessions are particularly suitable for behavioural related training and for encouraging participants to seek further development.

The aim of these sessions is to whet the appetite of participants to pursue further skills training in key behavioural related areas.

Within this brochure you will find examples of the type of sessions we can offer. The content is by no means prescriptive, we prefer to tailor events to suit individual and organisational needs. Our sessions are suitable for individuals from any level within an organisation. We can also deliver training on a one to one basis.

We would welcome the opportunity to discuss your own specific training needs. Alternatively if you are unsure of exactly what your needs are we would be happy to conduct a training needs analysis for you.

# Menu of Opportunities

The following are examples of what we can offer:

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## Module BS01

# Building Business Networks

Duration

### “Successful connections”

Successful networking improves business to business relationships and internal communications.

This session aims to introduce participants to the key skills of building networks and provides ideas on how to make successful contacts within a short space of time. It will encourage participants to broaden their internal and external networks.

#### Learning Outcomes:

*The aim of the session is to enable you to:*

- Explain what networking is and how it applies in their current role
- List the key skills involved in networking
- Assess their current network.

**90 minutes**



# Module BS02

## Enhancing Personal Impact

### “Successful difference I make”

The success of any person to person communication depends on the amount of rapport which exists between the people involved. There are some people with whom we communicate naturally and easily and there are others with whom it feels more difficult to communicate or influence.

The aim of this session is to enhance participants' powers of influence and introduce them to some advanced influencing strategies.

#### Learning Outcomes:

*The aim of the session is to enable you to:*

- Describe and demonstrate how to build rapport through body language
- Identify your preferred representational system
- Describe how knowing a person's representational system can help influence them.

Duration

90 minutes

## Module BS03

# Dealing with Aggression

### “Tackling the aggressive player”

The growing trend of aggressive and violent incidents in society can unfortunately be mirrored in the work place. The nature of lone working increases the risk of violence. However, physical assault or the potential for this can be reduced with some simple preventative measures, which can enhance safety.

This session aims to enable participants to respond appropriately when subjected to verbal abuse or when faced with aggression and effectively deal with people who exhibit violent or unmanageable behaviour.

#### Learning Outcomes:

*The aim of the session is to enable you to:*

- List and describe the causes of aggression
- Explain how to classify potential violent situations
- Describe techniques to manage aggressive behaviour

**Duration**

**90 minutes**

## Module BS04

### Work Life Balance

Duration

#### “5 a day for a balanced life”

Our lives are a mix of many different things, which influence our outlook on life.

This session aims to highlight how participants can achieve a higher level of enjoyment through a balanced lifestyle, giving them more control over how they balance the professional and personal pressures of their day. It helps identify habits for a more balanced life, encouraging people to be interested in themselves and their lives and to see that they can change things

#### Learning Outcomes:

*The aim of the session is to enable you to:*

- Explain what a good life mix and balance means
- Describe where time is spent
- Identify which segments of life they most want to change
- List 5 habits to improve life balance.

90 minutes

## Module BS05

# Career Planning

### “Forward to the future”

When deciding the next steps in our career we need to review a number of areas to ensure we consider all the possible alternatives and develop a clear focus on the options open to us when developing a career path.

Competency Frameworks are major tools designed to ensure that staff, at all grades, have the right mix of skills and expertise to deliver effective services across the organisation. Using a competency framework as the basis for preparing career plans is therefore likely to help most in applying for positions both within and outside an organisation

This session aims to enable participants to understand their achievements, competences, values and what provides job satisfaction, together with the importance of linking these to the relevant competence frameworks.

#### Learning Outcomes:

*The aim of the session is to enable you to:*

- Identify values, interests and aptitudes
- Use a structured approach to career decision making
- Update a Continuing Professional Development (CPD) plan, using a competence framework

Duration

90 minutes

# Module BS06

## Writing Successful CV's

### “Making yourself visible”

A CV is often competing with hundreds of others so there is a need to make sure it stands out from the rest and the content is clearly matched to the job being applied for. A CV is an advert to sell yourself and receive a job interview, to do this it needs to be attractive, interesting and worth considering. The aim of this session is to help participants structure an informative and attractive CV.

#### Learning Outcomes:

*The aim of the session is to enable you to:*

- Describe standard items for an effective CV – what to put in, and what to leave out
- Explain key tips to make their CV impress the reader
- Describe where to get further online support

Duration

90 minutes

## Module BS07

# Completing Job Application Forms

### “Bringing your skills to the forefront”

Job application forms are more often than not competency based. It is important to be able to demonstrate our ability to perform the job for which we are applying better than other candidates. We do this by writing about our skills and accomplishments and how these have added value to the division/organisations we have worked for. By doing this we describe our competences. The aim of the session will be to assist participants in distinguishing themselves from other people and to present examples in a favourable light.

#### Learning Outcomes:

*The aim of the session is to enable you to:*

- Map key competences and transferable skills against job vacancies
- Complete application forms using a competence framework
- List the actions required for successful job applications

Duration

90 minutes

## Module BS08

# Top Tips for the Job Interviewee

Duration

### “Presenting yourself in the best light”

Having cleared the first selection hurdle of a written application it's now important to make a successful personal impression at interview. The key to a successful interview is preparation, in order to show how well you understand the job and provide the competences they are looking for.

This aim of this session is to give general tips on preparing for an interview and presenting yourself to make an impression.

#### Learning Outcomes:

*The aim of the session is to enable you to:*

- Explain the benefits of preparation
- List the key tips for successful interview preparation
- Describe the do's and don'ts of presenting yourself

90 minutes



**Please feel free to contact us for a no obligation discussion**

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