

# In-House Training Modules

| <b>In-House Training Modules</b>                         | <b>Session Time</b> | <b>Level (Basic / Mgmt / Strategic / Women)</b> | <b>Description</b>   |
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| An Introduction to Mentoring                             | 2hrs                | All   | An introduction to the concept of mentoring looking at the roles of both mentor and mentee as well as a look at the principles and process of mentoring  |
| Banter - the Good, the Bad and the Ugly                  | 1hr                 | Basic / Mgmt                                    | An exploration of the nature of banter and it's positive / negative impact on individuals & teams in the workplace - Don't be afraid to speak to your colleagues, just appreciate different perspectives.                      |
| Barriers in Industry                                     | 1hr                 | Basic / Mgmt                                    | A discussion of the barriers faced within the sector particularly by women and other minority groups with opportunities to assess current research findings and suggest ways forward - understanding is halfway to a solution. |
| Business Model including Social, & Wider Economic Issues | 1hr                 | All   | A look at the business case for diversity in the workplace incorporating a reflection on the associated social and wider economic arguments for the same - When people say why bother, this is why.                            |
| Business Writing - Words                                 | 0.5hr               | Women   | A short but pertinent walk through the key rules and "dos and don'ts" of writing business reports - how to ensure that your reader doesn't reach for the red pen and miss your message.  |
| Change Management - Professionalism                      | 2.5hrs              | Mgmt / Strategic                                | An integration of the theory and principles of change management while developing a culture of professionalism in the workplace and action planning for how to get from A to B   |
| Change Management Models                                 | 1.5hr               | Mgmt / Strategic                                | A look at the change management models that might be used within the construction industry to effect sustainable change for equality and diversity   |
| Coaching in the Workplace                                | To be developed     | Mgmt / Strategic / Women                        | An introduction to coaching within organisations to support people development and also to develop coaching techniques that can be used with supply chains to encourage and support sustainable industry changes               |
| Current Picture of Diversity for Construction Industry   | 0.5hr               | All   | A look at the picture of diversity (or lack of) in relation to race, sex, disability and age within construction - lays the foundation of context for any diversity training programme   |

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| Dealing with Difficult People / Dealing with Differences | 1hr    | Women            | We can perceive anyone who is different from ourselves as being difficult to deal with and this module helps makes sense of key differences to give you the light-bulb moment where you recognise differences, know how to handle them and see everyone as a valuable asset  |
| Developing Negotiation                                   | 1hr    | Women            | A module focused on developing negotiation skills where the aim is not to have the end justify the means so much as to help people have successful negotiations and even see win-wins for all parties  |
| Embedding Professionalism - Management                   | 1hr    | Mgmt / Strategic | This module can be taken as a light-touch overview of professionalism on its own but is best used as structure to bring other modules together including; Legally Speaking, Why is diversity important, Business Model – including social and wider economic issues, Strategic thinking for diversity and Change Management.   |
| Equality Act 2010  | 2.5hrs | All              | Adapted from the information shared by Derbyshire County Council, this module brings you up to date with the Equality Act of 2010 and all the aspects of law associated with the Act and the changes made from previous legislation. If you want the purist thorough legal perspective this is useful but if you want the practical application in a more widely relevant vernacular, select the Equality Law or Legally Speaking modules below instead. |
| Equality Impact Assessments (EIAs)                       | 2.5hrs | Mgmt / Strategic | If you have found yourself required to write Equality Impact Assessments you will appreciate they are not necessarily the simplest of things to write, however this module aspires to remove some of the pain by taking you step by step through the process.  |
| Equality Law   | 1hr    | All              | This is the nuts and bolts of Equality Law from who the law protects and why as well as what it says about discrimination, harassment and victimisation. This might be one of the foundation modules for most introductory courses at any level  |
| First Impressions  | 1hr    | Women            | It might seem obvious when you think about it but is the image you think you are transmitting the one that others really receive when they meet you for the first time. Taking a look at what influences impressions will help you manage, or maximise your impact.  |

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| Handshakes  | 0.5hr  | Women            | Building on the "First Impressions" module above - would you ever have believed how much can be gleaned or presumed about a person, or you, just from a handshake? If you have experienced the limp lettuce or if you have inadvertently crushed someone's fingers and then had to spend the rest of your meeting undoing the damage or overcoming your perceptions as a result, then this is a key module to consider. |
| Improving Leadership Skills   | 1.5hrs | Women            | A look at the skills required in leadership and the areas that leaders should wish to focus on to improve   |
| Improving Performance   | 1.5hrs | Women            | A session that will guide you through setting yourself a structure and targets to manage and improve your own performance alongside some hints on self-checking   |
| Introduction to Soft Skills Management  | 2hrs   | Women            | This session is a light touch version of the political people and difficult people modules set, with some role play.  |
| Introduction to Construction  | 2hrs   | Women            | This session is intended to build context and understanding of the scope of the construction industry   |
| Language & it's Changing Nature   | 0.5hr  | All              | An introductory module on the power of language / words best used as a precursor to a further exploration of Banter.  |
| Leadership & Management (including Seeing the Difference, Transitioning from Manager to Leader, Short & Long-Term Perspectives and Overcoming the Challenges) | 2hrs   | Women            | A module that looks at the difference between managers & leaders, how to make the transition to leadership thinking and the challenges to be encountered  |
| Leadership Styles   | 1hr    | Women            | A walk through the differing leadership styles that people adopt and the impact each style might have or the behaviours they elicit   |
| Legally Speaking  | 1hr    | All              | This module takes all the legal aspects of equality and diversity law and translate them into easily understandable concepts with relevant examples of case law as a well as clear examples of how to put positive action into action   |
| Managers Course   | 2hrs   | Mgmt / Strategic | Developed from a module from a full course in construction this session is specifically aimed at managers managing diversity in the workplace. If there was ever anything you needed to ask but felt you couldn't about diversity, this session gives you the opportunity to find the answers to  |

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|   |                    |              | your questions.   |
| Management Styles                           | 1hr                | Women        | This module looks at the styles of management that exist, good management styles to adopt and how to management by situation - one style does not always fit every situation!   |
| Managing as a Woman                         | 1hr                | Women        | This module dishes out advice based on first-hand experience for women who are managers and how they might strengthen their skills to manage as a minorities. The experiences of delegates enrich the discourse both at the time and for future courses.  |
| Managing Information and Deciding Logically | 1hr<br>(currently) | Basic / Mgmt | This is a first step to considering the discipline of knowledge management by accounting for how & why knowledge is used, shared and stored.  |
| Motivation                                  | 1hr<br>(currently) | Basic / Mgmt | This is base level module that introduces the concepts of motivational theory and helps individuals to understand their own drivers as well as those of others.   |
| Political People                            | 1hr                | Women        | Have you ever wondered how some people move through their careers more quickly and efficiently than others? No matter what you think, it is rarely by luck or chance. This modules will take you through the politics of the workplace and how you can take charge of your career and progression |
| Professionalism - Half Day                  | 0.75hr             | Basic / Mgmt | This module seeks to help individuals to understand what it is to be professional and for their organisation to display professionalism. This module cannot stand alone and needs to be used as a scene-setter for modules like Legally Speaking, Language & its changing nature and Banter.      |
| Professionalism - Full Day                  | 1hr                | Basic / Mgmt | This version of the module includes the framing for a full day that focuses on developing professionalism in the workplace (as referred to above). It includes the framing and linking to contextualise other modules that you select for your full day's training to complement this module      |

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| Strategic Thinking for Diversity                                       | 1hr        | Strategic        | This module takes delegates step by step through determining and developing a strategy for addressing diversity within their organisation through the consideration of both long & short-term goals and aiming for accreditation   |
| The Difference between Management and Leadership / What is Leadership? | 2hrs       | Mgmt / Strategic | A practical group discussion-based module to determine the behavioural & attitudinal differences between management & leadership and how to make the shift from manager to leader.   |
| The Impact we have on Others   | 1hr        | Women            | An important module for anyone this helps you to consider your intended and unintended impact on other people - from your speak to your behaviour to your attitude to how you present yourself. Help yourself to get the most from your professional relationships by understanding the impact you have, or can have.  |
| What is Fairness?  | 0.5hr      | All              | This is a brief introductory module at present that establishes a context for the other modules you assemble for your chosen course. This introduction is focused on fairness in the workplace in terms of behaviour, attitude, treatment and philosophy.  |
| Why is Diversity important? (Legal, Business, Social & Economic)       | 2.5 / 3hrs | Mgmt / Strategic | This is a lengthy module that has already incorporated others detailed above that can be assembled into a course separately. This full module can be used alongside other modules for a full-day programme. The sub-set modules comprised within this session would be - Current picture of diversity for the industry, Legally Speaking, Business Model - including Social & Wider Economy and Strategic thinking for diversity |
| Working Together   | 0.75hr     | Basic            | This is mini-module that contextualises the legal aspects of diversity for operational levels in terms of understanding the importance of working together in the workplace and managing the impact of stress to maximise efficiency, productivity & success   |