

4-in-1: Assessing Key Competencies

FACTSHEET

Assess staff competencies in four key areas - time management, teamwork, leadership and decision-making - and plan strategies for better performance.

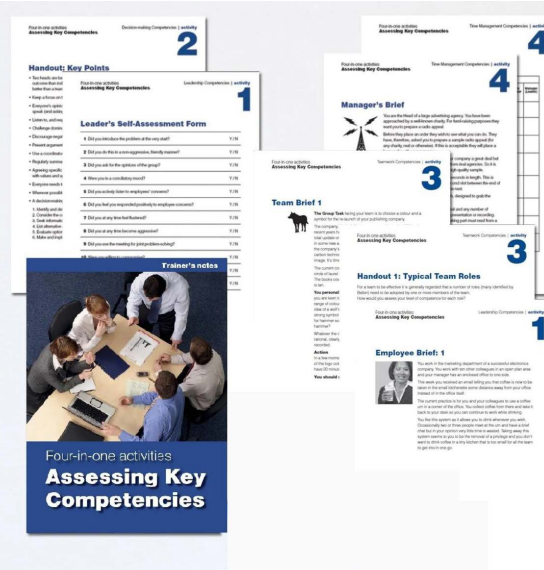
 40-60 mins each + debrief

 3-12 to 24 participants

 For staff at any level

 No computer required

 £ 350 ex VAT



Learning objectives

- To assess a range of key competencies in four separate skills areas
- To identify delegates' strengths and weaknesses
- To continue assessing individuals back at work
- To provide delegates with a base on which to design improvement strategies

About the activity

Activity 1 Leadership: Teams are briefed on their role as either leader ('manager') or team member ('employee'). The manager has instituted a change in an open plan office - the employees are not happy. How does the manager cope with the employees' objections and feelings? Can good leadership prevail?

Activity 2 Decision-Making: Participants rank a list of 15 'crimes' in order of seriousness. They then, as teams, repeat the process. An expert ranking is revealed and individuals and teams score their work. Consistently shows that teams outdo individuals. But the main thrust of this activity is the team interaction to arrive at consensus.

Activity 3 Teamwork: Each team member has his/her own brief. The team must reach agreement on two major issues facing a publishing company. The Briefs ensure there are conflicting ideas at the table. An excellent demonstration of teamwork issues.

Activity 4 Managing Time: In just 30 minutes teams complete a creative, organizational, task, preparing a one-minute radio advert, but there's a major constraint. Few teams complete the task perfectly (although there is time for two attempts - and some steep learning).

All four activities are for up to 24 delegates per session (minimum 3-12) and details of how delegates are arranged in each individual activity, are supplied in the Trainer's Notes.

Pack contents

- Trainer's Notes
- Participants' Briefs and Forms for all four activities. All are single-side, A4 documents. Instructions are given on what you need, to run a session.
- Resources for Activity No.4 that you will need to supply: each team needs a pair of scissors, roll of sticky tape, sheet of A4 card and three old newspapers and supplements.

The four activities are supplied electronically via our Northgate Trainerhub.

Five-year licence

This Northgate training activity comes with a five-year licence for repeat use with up to 24 participants. A licence is required for each site (or remote hub). To use with larger groups or for multiple site licences, please contact us for a quote.

Ideally suited to

Assessing staff competencies in the four key areas. Tailored observer's forms, questionnaires, self-assessment forms, score sheets and handouts are supplied for each activity.

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Customer reviews

- “ What a **GREAT-VALUE** pack!
G. Lewis, Consultant
- “ Instructions are clear and easy to understand. A **useful and relevant** resource for busy L&D professionals.
Liz Hindley, Director, The Learning Curve
- “ I have used Northgate products over the years, starting when I was Training & Development Manager for Virgin Atlantic Airways, and found them **easy to facilitate**, fit for purpose and both **instructive** and **enjoyable** for participants.
Pauline Wells, HR Business Partner, SSL Insurance Brokers Ltd



Trainer's role (full guidance supplied in Trainer's Notes)

- All four activities are designed for a 60-minute session but there is enough additional material to extend sessions to two hours. Use with up to 24 participants per session, working together in small groups or teams.
- Choose one of the four activities. Before the session print the required number of Briefs, Forms and Handouts (all supplied digitally).
- Briefly introduce the session and issue a copy of the Brief to each team and an Observer's Form to each observer. Allow the activity to proceed to completion. All timings supplied.
- Issue Review / Assessment Forms and allow time for individuals, teams, observers to complete them.
- Lead a Debrief by first listening to what teams and individuals have to say about their performance and listen to observer views. Use the guidance notes in the Trainer's Notes to go through each point on the Review Forms and structure (and control!) the discussion.
- Establish the overall lessons of the session.
- Issue Handouts to each individual to take back to the workplace.

Northgate says...

Enables participants to reflect on their performance and build strategies for improvement - and it allows observer's to quickly assess delegate performance. A useful, cost-effective multi-pack to have in your Trainer toolbox (and Assessment toolbox).

Ordering is easy!

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Northgate customers

