



# Managing In The Recession

## How to lead and manage your staff through difficult times

Is this a fair description of what it's like in your organisation right now?

- People are under pressure to achieve more with less - fewer resources, fewer people, tighter budgets
- People are anxious, uncertain and fearful
- Morale and motivation are low
- Performance levels are actually dropping because of stress and overload

**These are difficult times for managers.**

They need to produce results, they're working harder than ever ( maybe even covering for people who are no longer there ), trying to motivate their teams and lead them to perform well with little to offer in the way of incentive – it seems to be all stick and no carrot at the moment.

What can managers do to break out of this stressful, counterproductive cycle and lift the cloud of fear and anxiety? How can they help to develop motivated, positive teams who get results without just piling on the pressure?

**This 1 day workshop will reveal how to:**

- ✓ Use a variety of ways to motivate people and keep up morale
- ✓ Manage change in ways which reduce stress and build loyalty
- ✓ Help people to maintain, and improve, their levels of performance
- ✓ Manage their time effectively to get more done and achieve their key objectives

**The workshop is available in – house.**

It will be highly interactive and will allow plenty of time for group discussion so that participants can share their ideas and make specific plans for taking action to make a real difference once the workshop is over.

# Some typical questions people have.

***How can I motivate people when everyone knows money is tight and there aren't likely to be any promotions soon?***

Bonuses and promotions are often in people's thoughts when they're considering incentives, but in fact money itself isn't always the key motivator for people. Other things can help to keep them happy, especially at times like this when money's tight.

Recognition, loyalty, satisfaction, security, a sense of being part of a team – these can be great motivators but they're just the things which can go out of the window when times are hard. The workshop will look at various ways to build morale and keep people motivated when financial rewards aren't appropriate.

***Everyone's feeling nervous and suspicious because they're not sure what's going to happen. Is there anything can I do about that?***

Managing change is always a critical skill, but especially so at the moment. Naturally, many people are worried about their jobs and their futures. They may not be sure what's happening or what's planned. Openness and honesty are essential in allaying people's fears and in stopping the spread of damaging gossip and rumour.

How should managers behave in this climate, especially when the managers themselves may be feeling just as anxious and may not be fully in the picture about what's going on? The workshop will discuss these issues and help you to work out what you should be doing..

***Although people are working harder, they seem to be achieving less and our results aren't what they should be. Why is that?***

It's not unusual that people can achieve less even though they're working harder.

For one thing, they may not be working effectively, they may be focusing on the wrong things, spending time on jobs which aren't essential. It's vital that people take a more strategic view right now and work out what is the best use of their time to achieve key targets or results, not run round like headless chickens, working long hours but not on the right things.

Also, stress and uncertainty can reduce people's ability to work to their best. Or they may be demotivated, struggling to find the enthusiasm they need to work well.

Or it may be that people are being asked to do work which they haven't been properly trained for. They may be covering for work which someone else used to do and which isn't their usual responsibility. Or maybe they don't have the resources they need to do the job properly.

There could be a number of reasons why people are under-performing. At the workshop, you'll be helped to work out which ones might apply and to determine what you need to do about it.

# Contents of the workshop

## How To Motivate People

- What really motivates people to want to work well? ( and it's not just money )
- How fear and doubt undermine morale and affect performance
- What you can do personally to motivate the people around you and boost morale

## How To Handle Change Successfully

- Key ways in which you can reduce the stress and anxiety associated with change
- How to make change easier for others to deal with - and the impact that can have
- How you should set an example in an atmosphere of doubt and uncertainty

## How to Improve Performance

- How to create a positive environment around you
- How to tell *why* people are underperforming - and what to do about it
- How to give feedback without tears and tantrums

## How To Work Effectively

- Time management in a nutshell - the 4 key steps to making the best use of your time
- How to choose the right things to spend your time on
- Why most To Do Lists are useless - and how to make yours work for you

## Comments from recent management courses

“ Course was spot on! Very interesting and engaging. It's really helped me think things through more with management issues. “

Alison Atkins

“ This course will enable me to develop my management role professionally and enthusiastically with a professional and positive approach. “

Lou Welch

“ I always find Alan's training insightful, detailed and, most importantly, fun! I always come away feeling that I've learned more about the subject and about myself. “

Nyasha Pitt

# What is included?

**This is more than just a 1 day workshop, there is actually a 3 stage process.**

## **Before the workshop:**

- ✓ discussions to determine the needs of the participants, also to discuss real situations they will find themselves in to use as the basis for practical activities
- ✓ pre – course questionnaires to find out more about the background of the participants and what they themselves want to learn at the workshop
- ✓ other pre – course materials to help participants to think about the issues to be covered and to focus on what they want to get from the day

## **On the day:**

- ✓ delivery of an interactive, engaging and practical workshop
- ✓ high quality supporting materials in a comb - bound workbook
- ✓ “ brain – friendly “ toys, sweets and activities to help people focus, learn and remember

## **After the workshop:**

- ✓ email and telephone follow up available for all participants so that they can ask questions about issues covered in the workshop
- ✓ further material to reinforce the learning sent out in the following weeks so that people remember more and can transfer it to the workplace

**The cost, to include all this, will be £1100 plus travel expenses and accommodation where necessary.** Compare that to how much your organisation is probably losing every day right now because of problems with management, efficiency, morale and productivity.

## Additional coaching option

Even the best 1 day workshop can only do so much, the real value lies in what people do when they get back to the workplace. To make sure managers can apply what they have discussed, I can offer one – to – one coaching in the weeks after the workshop, working with them to develop action plans and to help them overcome any barriers to managing effectively.

**Combining the workshop with individual coaching will maximise your return on investment and is a cost – effective way to help your managers to achieve peak performance. Coaching is charged on a full – day or half – day basis.**

For more details, please contact me to discuss available options.

**To discuss the workshop or to make a booking, please ring me on 0121 249 1306 or email [alan@trainofthoughtcourses.com](mailto:alan@trainofthoughtcourses.com)**

# Testimonials

## Some comments from other courses I've run recently.

“ Course was spot on! Very interesting and engaging. It's really helped me think things through more with management issues. “

Alison Atkins

“ This course will enable me to develop my management role professionally and enthusiastically with a professional and positive approach. “

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“ I always find Alan's training insightful, detailed and, most importantly, fun! I always come away feeling that I've learned more about the subject and about myself. “

Nyasha Pitt

“ Provided a clear and practical framework for managing staff performance. “

Jill Nadolski

“ Thoroughly enjoyable and interesting course. Came away with a much clearer understanding of the importance of performance management using good techniques to motivate and encourage staff. “

Angela Strevens

“ Easy going, humorous approach to a subject not known for being interesting. “

Julie McCall

“ A truly inspiring event. Alan's passion for the subject shines through.”

Peter Cunliffe

“ Really enjoyed this course. Alan's style is relaxed and informal coupled with an excellent knowledge base around the topic. Great visuals and ensured all learning styles were addressed. Thank you!! “

Mel Rice

“ Well presented ideas supported by practical application. “

Anita Currie

# Who am I?

**I'm Alan Matthews and I run Train of Thought, a training and coaching business based in Solihull in the West Midlands.**

I run courses and workshops to **help people to become effective managers** and to have more impact on the people they work with.

**I've been involved in learning and development for over 18 years** and have experience at senior levels in both the public and private sector.

**Before setting up Train of Thought, I worked for Deloitte**, a world - wide professional services firm, where I became Head of Skills Development for the UK Tax Practice.

**I was also a Senior Manager and a Tax Consultant**, so I know what it's like to manage individuals and teams and to work in a pressurised environment.

**Before joining Deloitte I was an Inspector of Taxes for a few years** ( we all make mistakes, I don't want to talk about it ).

**Before that I was a Primary Teacher** for 8 years, teaching English As A Second Language to 4 and 5 year olds.

**I have years of experience in analysing learning needs** and designing and delivering effective training solutions.

**I've spoken to large conferences, run small workshops and worked one to one.** I've run courses and seminars throughout the UK and in Europe. I've been a public speaker for over 30 years ( yes, I know it's hard to believe, but I started young ).

**I'm an accredited coach** and now help to train others in coaching skills.

**I've written numerous articles, booklets and e-books.** I've also appeared on the radio several times.

**If you want to work with someone who:**

- has a vast amount of experience in training and development
- has a passion for helping people and businesses to grow
- delivers training and coaching with enthusiasm, humour and rapport

then please give me a call on **0121 249 1306** or email:

**[alan@trainofthoughtcourses.com](mailto:alan@trainofthoughtcourses.com)**

