

# Management skills training “3D”

## 3-D Modules

- Interpersonal awareness
- Stress management
- Assertiveness skills
- Time management
- Creativity & decision making
- Presentation skills
- Feedback skills
- Effective communication
- Team-working
- Self-managed development
- Shaping your future
- Managing performance
- Effective delegation
- Motivating others

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“An organisation’s most important assets are its people”. But having carefully acquired your “people assets”, how do you grow and maintain them? How do you keep them motivated and ahead of the game? If it is true that an organisation’s success is inextricably linked to the success of its people, do your people have all the skills they need to make your organisation a success?

With **3D**, CGR can help you to achieve your organisational goals through the development of your existing people. **3D** is a flexible **personal development toolkit** that includes a range of modules focused on developing skills at the individual, the team and the organisational level.

Our approach is scientific but down to earth. We give plenty of practical advice, supported by learning materials and frequent opportunities to practice in a safe environment. We use a range of exercises to give participants feedback on which they can base their future development. All of our modules are run by qualified business psychologists who have a wealth of experience and understanding of people and organisations.

**3D’s Creativity & Decision Making** module, for example, will help your people to “think outside the box”, to generate ideas and to decide which ones will be most effective. The *Assertiveness* module will enable your staff to build and project their self-confidence, impacting on all areas of their work. *Motivating Others* will enable your managers to develop their staff in a motivating and effective way.

When you choose **3D**, we will work in partnership with you to identify the modules that will have the biggest impact on your organisation, and we will ensure that the **3D** modules chosen suit the level of staff involved. Each module is a blueprint that we use as a basis from which to adapt and tailor to your particular organisation and the target population: a highly cost effective way of providing customised training. If something that you are looking for is not on the list, we can design new modules tailored to meet your particular needs. We are always updating and adding to our modules to ensure that we capture the latest thinking.

All of the individual **3D** modules can be run on a “stand-alone” basis and last between one half to one whole day. Alternatively, we can assemble a number of standard modules and tailor-made exercises into a programme of your choice – a cost effective way of offering induction courses for recently qualified or promoted staff, graduate development programmes and all levels of management training.

