

# Personal Development Programme

6 one-day workshops for employees building self-awareness, motivation and team impact, especially first-time supervisors or those wanting to make a positive workplace contribution.

6 Workshops | £2,250 per delegate | ILM digital credential



The  
Learning  
Company

**This programme is designed for individuals who want to deepen their understanding of themselves and how they show up at work – whether they’re new to managing others or simply looking to grow in confidence and effectiveness. Through a practical mix of workshops, peer discussion, and personalised feedback, participants build the skills they need to lead with clarity, communicate effectively, and bring out the best in those around them.**



**PROGRAMME VENUE**

Les Cotils Centre, St Peter Port.



**WORKSHOP DATES**

Module 1 - 17th September 2026

Module 2 - 29th October 2026

Module 3 - 19th November 2026

Module 4 - 10th December 2026

Module 5 - 21st January 2027

Module 6 - 18th February 2027

1/2 day evaluation - 18th March 2027



**WORKSHOP TIME**

9am to 5pm



**WHAT IS REQUIRED OF ME?**

A psychometric survey prior to module 1

A 360 feedback survey

600-1000 word reflective assignment per module



**WHAT IS INCLUDED?**

A self awareness psychometric survey

Course materials

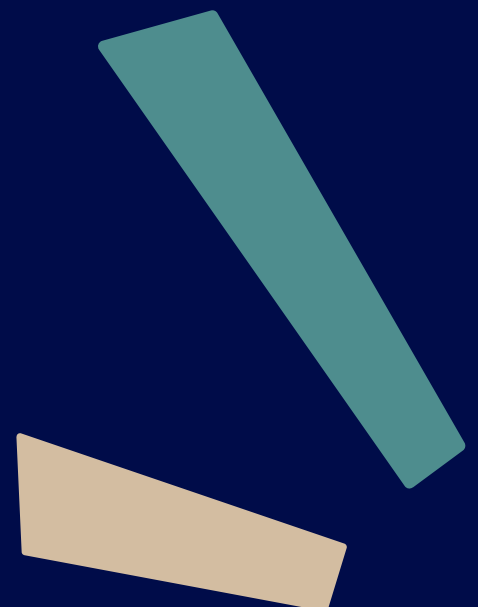
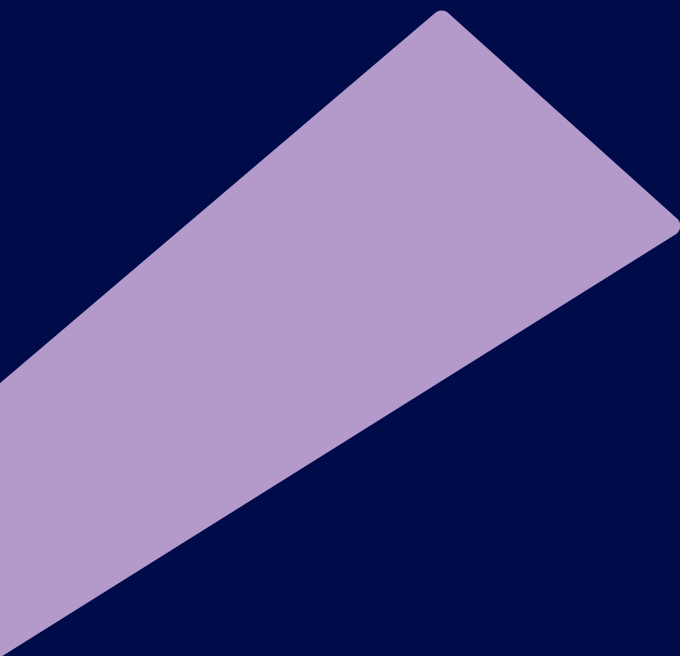
An ILM digital credential

Certificate of completion

Workplace assignments form part of the learning process, ensuring that delegates are able to immediately apply the concepts and discovery to their day to day management practice. The Certificate of completion requires adequate attendance and completion of all 6 assignments to 'achieved' standard.

# Modules

- 1 Know Yourself, Lead Yourself
- 2 The Power of Purpose: Creating Impact Through Your Role
- 3 Communicate with Clarity: Building Trust through better communication
- 4 Take Control: Managing Time and Pressure with Confidence
- 5 A Continual Growth Mindset
- 6 Propelling Your Career: Building the Skills that Drive Advancement



## Module 1

# Know Yourself, Lead Yourself

- /// Increase individual self-awareness including potential blind spots
- /// Know and understand one's personal behavioural style and mindsets – exploring personal strengths and weaknesses and how these impact our communication, motivation, relationships and interactions with others – this will be done through psychometric surveys and investigating what the data from these surveys mean
- /// Gain an understanding about different personality styles in order to better understand others
- /// Learn how to adapt in certain situations and to specific styles to achieve better impact
- /// Understand what it is to have and develop emotional intelligence

## Module 2

# The Power of Purpose: Creating Impact Through Your Role

- /// Consider the organisation that the individual works for and affirm it's aims purpose and true value-add.
- /// Understand what good followership looks like, including being a representative for the company
- /// Explore one's own values and sense of purpose and how this connects to the company's purpose and aims
- /// Recognise the power of intrinsic motivation and how this contributes to personal and organisational success.

## Module 3

# Communicate with Clarity: Building Trust through better communication

- /// Explore why good communication matters so much, how we communicate, what we communicate and why we communicate
- /// Consider individual communication style and how to adapt when necessary
- /// Investigate how to communicate with different personality styles
- /// Evaluate the 7 Cs of business communication and how they can help create clarity and effectiveness.
- /// Recognise how to approach difficult conversations
- /// Develop and practising the art of active listening

## Module 4

# Take Control: Managing Time and Pressure with Confidence

## + Includes a session by Guernsey Mind

- /// Explore effective time management strategies and how to implement them
- /// Investigate barriers and distractions and how to overcome these – time thieves and how to tackle them
- /// Look at how to set good boundaries and routines
- /// Explore ways to design for a balanced and integrated life
- /// Share good practice with one another drawing on own experiences and techniques
- /// Understand mental wellness (Guernsey Mind)
- /// Consider ways to handle chronic pressure and stress (Guernsey Mind)

## Module 5

# A Continual Growth Mindset

- /// Recognise the merits of a growth mindset and how to foster it.
- /// Understand how to set good goals with an action plan
- /// Learn how to give and receive feedback with confidence
- /// Understand how a psychologically safe culture enables personal growth and what elements make for a culture that is psychologically safe

## Module 6

# Propelling Your Career: Building the Skills that Drive Advancement

**+ Includes a session by Black Vanilla (PR)**

- /// Consider individual career progression – assessing where the individual is and where they want to be
- /// Determine the challenges that might get in the way and how to deal with these
- /// Recognise the power of a good mentor and what makes for an effective mentoring relationship
- /// Consider personal influence, presence and presentation
- /// Recognise how to lead from where you are
- /// Understand personal brand (Black Vanilla)
- /// Strengthen in ability to raise profile both internally and externally (Black Vanilla)
- /// Explore strategies to leverage Guernsey's unique network (Black Vanilla)



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