

Guidelines on Making Presentations to Managers

Skeleton for presentation to senior management

Introductions	<ul style="list-style-type: none">• Details of provider organisation• Government's lifelong learning agenda• Government's workplace learning agenda
Background	Describe other successful projects locally / in the sector
What's planned	<p>Training offer: free training in paid work time to develop communication and maths skills</p> <p>Example of workplace context:</p> <ul style="list-style-type: none">▪ teamwork / interpersonal skills▪ getting more out of other company training programmes▪ using and understanding workplace language▪ working with workplace forms and procedures <p>Benefits of training:</p> <ul style="list-style-type: none">• skills and confidence boost• recruitment and retention benefits• flexibility• internal promotion• accessing other training
Discussion points	<p>The presenter will need to find out how training can benefit the organisation and individuals. The presenter will need to understand the organisation and talk to managers and staff.</p> <p>What changes has the organisation seen over the last five years?</p> <p>How are communication / maths skills used in the workplace?</p> <p>Are there specific areas where skills development would be useful?</p> <p>What are managers' perceptions of stigma issues for the workforce?</p> <p>It is important for staff to feel that the organisation is committed to training: are there any foreseeable problems?</p> <p>Agree the next step.</p>

Prompt sheet for middle/junior management presentations

The Training offer

Free training in paid work-time to develop communications and maths skills

What is it?

A chance for employees of + + + + + to develop skills and confidence in ways that will help them get ahead both at work and in their lives outside work.

What skills will the training cover?

The training will cover the key skills of

- Communications (including English language training) and
- Maths
- IT training (if fundable)

How will the training relate to people's jobs?

The training will address areas identified by managers and staff such as

- dealing with customers and the general public
 - getting more out of other organisation training programmes
 - using and understanding organisation language
 - working with organisation forms and procedures
- and
- English language skills for speakers of other languages

What will people get out of the training?

People will gain confidence in their communication and/or maths skills – recognised as key skills in and outside the workplace.

Who is the training aimed at?

The training is aimed at every organisation employee who wants to develop his/her communication and maths skills.

Who is giving the training?

The organisation has invited the [training provider] to deliver the training. The [provider's] team have delivered this training successfully in many other workplaces - including organisations X, Y and Z.

When will the training begin?

The training will start after the [provider] team has carried out an 'organisational needs analysis'.

What is the organisational needs analysis?

The organisational needs analysis is how the [provider] team finds out what sort of training staff and managers feel would be most useful. First the [provider] team will meet with managers and staff to learn about the work of the organisation and how the different departments are organised. They will then talk in confidence with as many staff as possible about the kind of training they want. After that, the [provider] team will make a training proposal based on what staff and managers have told them.

How will the training be organised?

We plan to offer each participant 20 hours of training to start with.

The training will be

- voluntary
- free
- confidential (managers won't be checking up on participants)
- in paid work time
- tailored to the needs of the individual participant
- delivered at a pace the participant is happy with in a friendly, informal way