



TRAINING

ONLINE LEARNING
AND
DEVELOPMENT





Online Learning and Development

To survive in these challenging times your organisation must continue to meet its aims and adapt to continue to improve public policies. Changes in working practices need to be embraced by everyone as the way forward. The learning offerings we are developing at Dods Training can give your staff the capabilities and abilities needed for success.

Dods Training Associates

Dods Training has an extensive network of more than 150 associates whom we call on for their expert training skills and lived experience. Our associates come from a wide range of backgrounds, and all are considered top experts in their field with an in depth knowledge that is constantly kept up to date with the latest information and learning available. As well as being experts in coaching and facilitation, many were previously Ministers, MPs and senior leaders in the Civil Service and wider public sector.



How We Can Help You

We cover a wide range of topic areas which we can deliver in ways to suit your needs. The list below details our online interactive sessions. These retain our unique quality of only using experts with first-hand experience to deliver the topics, answer attendees' questions and share their experiences. In addition to online courses we provide learning through:

- Face-to-face classroom style either one-day or multiple days to complete a programme
- Webinars, podcasts and other short interventions
- Accredited qualifications providing structured learning over months
- Bespoke or tailored programmes to suit the unique needs of your organisation
- Coaching and mentoring programmes
- Supporting materials and references

Topic Areas and Subjects:

LEADERSHIP AND MANAGEMENT

- **Leading successful teams** – What does it take to build, maintain and strengthen a team that will produce valued results.
- **Stakeholder engagement and partnership working** – Managing and working with the right people at the right time is an essential part of public policy.
- **The fundamentals of project management** – For anyone who has not managed a project this course covers what you need to know for almost all tasks.
- **Being a successful Project Manager** Managing a project brings additional responsibilities and this course provides advice on coping with those.
- **Being a successful Senior Responsible Officer** – This course covers the role of a Senior Responsible Officer and gives advice on balancing the many components of a project.
- **Chairing meetings** – This course takes attendees through the preparation, running the meeting and ensuring follow-up actions.
- **Practicalities of leading in a policy environment** – Four online modules covering: Know what you are leading, The context for your leadership, Yourself and your team, Improving and developing. These modules can be delivered in four days or spread out to introduce tasks and case work.
- **The emotionally intelligent leader** Taking examples of from successful leaders this course demonstrates that being emotionally intelligent is a key quality for a leader.
- **First line management** – Your first role with staff responsibilities can be a daunting prospect. On this course you will discover management techniques such as delegation to help you cope with the new demands placed on you.
- **Handling complaints and allegations** – Discussion and advice on handling enquiries and investigations from internal disciplinary matters to commissions of enquiry.
- **Leading remote teams** - Adapting to new ways of working can lead to many organisational and interpersonal issues unless it is managed and lead efficiently.





GOVERNANCE AND POLICY MAKING

- **Policy from concept to delivery** – Adapted to your needs, can be from a one-day overview, through variations of up to five days as a policy boot-camp or an accredited qualification spread over a year.
- **Policy action learning sets** – This programme of sessions takes live policy issues and explores the problems that policy makers face and looks for solutions.
- **Strategic thinking** – This examines another essential quality for a manager or leader is to understand what is coming over the horizon.
- **Systems thinking** – Examination of how to break down the component parts of an operation so that new ideas will emerge on how to work more effectively and efficiently.
- **Citizen centred policies** – A theme across policy making around the world. How do policy makers give people the services that are of most benefit to them?
- **Behavioural insight** – As an alternative to monetary, fiscal or legislative answers this course looks at how policy makers can use human behaviours to provide better policies.

- **Understanding and working with the UK Government** – For anyone new to government this examines the processes, the organisations, the people and most importantly the relationships that control decision making.
- **Understanding and working with the UK Parliament** – Breaking down what can appear to be complex working practices to allow participants to work more effectively on the elements of parliamentary work that affects them.
- **Appearing before Select Committees** – Tailored to the needs of those working with Parliament’s Select Committees either as a witness or part of a team giving evidence.
- **Effective consultations** – Current circumstances have led to new practices of consulting online and this course examines the benefits and disadvantages of those to provide attendees with strategies for coping.
- **Gathering and analysing evidence** – Advice on gathering relevant and informative evidence and how to draw conclusions that lead to sound policy decisions.
- **Understanding the EU** – Study of the EU’s institutions, how they work together, what are their powers and how decisions are made.
Working with the EU and the rest of the world – Examination of how the EU currently deals with third countries (those outside the EU) and future ways of working through new trade deals.
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- **Understanding UK legislation** – Examination of the different forms of UK legislation and the processes for formulating and challenging laws.
- **Introduction to Public Affairs** - Essential for those new to public affairs, as well as for anyone working in policy-making or government who needs a greater understanding of how decisions are made.
- **Public Affairs Strategy Workshop** – Developing a strategy for your organisation



COMMUNICATIONS AND INTERPERSONAL SKILLS

- **Effective written communications** – Covers the fundamentals that will influence an audience of how capable you are.
- **Writing for ministers** – Uses examples of ministerial briefings and submissions to highlight what is needed and how you can produce it.
- **Report writing** – With so many reports competing for attention this course will introduce you to the tools and techniques you need to ensure your report has the impact you intended.
- **Influential writing skills** – Examination of the wording, phrasing and structures that will influence an audience so your communication has the effect you want.
- **Crisis communications** – An investigation, using examples, of the difference in style and messaging that are needed in times of crisis.
- **Persuading and influencing at work** – Advice on how you can handle possible differences of opinion with work colleagues.
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- **Negotiation skills** – The tools and techniques used in preparing and conducting negotiations at different levels.
- **Digital visualisation** – How can you make the data that you collect more influential.
- **Memorable presentations** – Guidance and practical work on designing and delivering presentations that resonate with the audience.
- **Speech writing** – Examination of the techniques used by speech makers to write for a deliverer of the speech and how they can connect with the audience.



FINANCIAL AND COMMERCIAL SKILLS

- **The commercial cycle** – For anyone involved in handling or overseeing contracts and needing to know more about the stages that lead to a satisfactory result.
- **Procurement skills** – Delivered in four parts: The procurement project plan, Source and deliver, Contract and supplier relationship management, Re-procuring or exiting.
- **Government finance for non-finance officers** – Two modules covering the basic of any financial regime and an overview of government finance.

SELF-DEVELOPMENT AND RESILIENCE

- **Success profiles: Onboarding**
Examination of the Civil Service process from the point of view of the recruiter.
- **Success profiles: Applying for a job** – Examination of the Civil Service process from the point of view of the applicant.
- **Confidence at work** – Examination of what causes people not to be confident before offering tools and techniques that can boost confidence from within.
- **Developing emotional resilience**
Discussion and advice on how to change your attitude to be able to cope with pressures in modern life.
- **Making the most of your time**
Ways of organising and making the most of your time by spending time managing and balancing challenges.
- **Fast track facilitation skills** - This speedy programme explores roles and responsibilities when facilitating groups, teams or meetings and sets out key steps to success when designing and facilitating sessions.
- **Building your Personal Brand**
Helpful advice on how to rise up and release your potential.





INTERNATIONAL TRAINING

We also offer a wide variety of programmes for overseas governments and organisations. These are themed and the content tailored to the exact needs of clients. Further information can be given on request.

COACHING AND COMMUNITY LEARNING

New approaches to learning in groups and sharing experiences are proving very effective in building and embedding learning as participants encourage and support colleagues. We work with you on developing communities and helping them over time.



**Contact the Dods Training
team for more information**

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