

Knowing Me...Knowing You – an introduction to effective communication within teams**Friday 24th May 2019 – Nottinghamshire Archives 9.30 – 4.30**

Do you work as part of a team? Do you work with volunteers? Do you need to better communicate with colleagues, managers, volunteers?

Would you like to understand & develop your own style?

Do you need to understand the styles of other team members?

It doesn't matter who you are communicating with – what level they work at or you are working at – we all need to understand different styles of communication and working practices.

As one previous participant said: "If only I'd known all this years ago...!"

Using the amazing Jigsaw Discovery Tool© you will enjoy investigating your own style and beginning to recognise how to adapt it to best interact with others, both in your team and outside of it. We will work on various tools to help you prioritise the things which matter most so that you and the rest of your colleagues can be productive and happy at work.

This one day introduction to working with others will help you develop your own style and make the most of the individual skills and strengths of all your colleagues. Everything you learn will be equally as useful in family and social interactions.

Outcomes:

By the end of the day you will:

- have developed a self-awareness of your own style
- have an understanding and tolerance of the personal styles of others
- have looked at how to manage your time and focus your days most effectively
- have looked at team dynamics and how to work with the strengths of others
- have considered how to communicate effectively with your colleagues in different circumstances

About the facilitator:

Carol Brooks has been involved in management and leadership of libraries for over 40 years. Having been an operational manager in three local authorities and an officer in the Territorial Army, she has a vast range of experience. Carol is passionate about learning and feels very strongly that new managers are too often 'dumped' into posts without any proper idea of how to manage themselves or their teams leading to stress and burn-out. This course is designed to give anyone a good start in working with teams and, even if you have a good few years into team working, this course will you get your work life back in balance.

Costs: £130 to LIEM Members; £170 non LIEM Members

The Venue: Nottinghamshire Archives, County House, Castle Meadow Road, Nottingham, NG2 1AG <https://www.inspireculture.org.uk/heritage/archives/visiting-archives/getting-nottinghamshire-archives/>