

DC

Slide 1

Hi Folks... For those of you that don't know me, my name is Declan and I head up the HR department.

I would like to take you through an overview of the actions for completion this month, as part of our Management Development Programme.

To access your to-do activities from your My Development account, simply click on the icon.

Slide 2

Each month you will be assigned a set of actions that will help you transfer the learning and skills covered on the workshops in Castleknock back to the workplace.

These actions are tracked each month and it is your responsibility to complete them within the timeframes.

To complete an action or activity, simply click on the item and you will be provided with step-by-step instructions.

Here is what you need to do this month:

- 1) Provide feedback on the Module one workshop by answering 4 short questions. This is important as we always want feedback to improve future programmes.
- 2) Review the Role of the FBD manager as defined by you. I want you to identify 3 things you are going to do differently and I want you to discuss these with your manager this month.
- 3) Review all videos... The theme for this month is effective communications. We all need to start using these skills immediately in our roles. We only learn by doing.
- 4) Complete the Personality Types exercise in my development by clicking on the link.

- 5) Share the best practice email and slides with your teams. These were your ideas and these are now the standards for FBD as defined by you.
- 6) Post your actions and observations to the communications forum.
- 7) And finally... print off your own report and set up a meeting with your manager to discuss.

Thank you for your time.