

agile|advisors

Leading Your Own Career

Duration: 1 day

Practical skills



Classroom



Live
Virtual



Leigh Griffin
Trainer

Overview

Take charge of the direction of your career and life.

During this 1 day course, we will provide you with the essential skills, knowledge, and attitudes to lead your own career.

This course is a great choice for college graduates embarking on their first professional role after graduation.

Training Objectives

Our aim is that by the end of this programme, participants will:

- Understand the OPT Model
- Structure 1:1s with your Manager
- Design a Performance and Development Plan
- Understand Time and Calendar Management
- Run effective meetings
- Increase personal brand awareness



Duration & Format

The programme is delivered over 1 day and is a blended approach of highly participatory activities where the trainees can bring real-world problems to apply the theory being delivered.

This can be delivered virtually or in-person, with slight adjustments for in-person to facilitate participant learning.

Unit Plan

- Unit 1: OPT Model
- Unit 2: Time Management
- Unit 3: Performance and Development Goal Setting
- Unit 4: Engaging with Managers
- Unit 4: Effective Meetings
- Unit 5: Personal Brand



Meet Leigh
Trainer

"I take that experience and form my own blend of Continuous Improvement Coaching, with my own model and power tool developed specifically with my clients in mind".

Session Schedule

Time	Session Title	Outcomes	Training Techniques
09:30	Introduction and Program Overview	Chance to become acquainted and understand their aims from the course	Buzz Groups & Intro
10:00	OPT Model	Awareness of the OPT Model and its benefits, creation of the Passions and Talents list	Formal Presentation, Whiteboarding
11:00	BREAK		
11:15	Performance and Development	Awareness of role competencies, 1 year and 5 year plans, Progressive career focus awareness	Whiteboarding, VIPP Cards
12:15	Time and Calendar Management	Awareness of Pomodoro Technique, Effective Calendar Management	Facilitated Discussion
13:00	Review of Learning	Review the learning to date	Quiz
13:15	LUNCH		
14:00	Effective Meetings	Best practices for minute taking, structured meeting awareness, benefits of meetings	Raw Facilitation, Whiteboarding
14:45	Structured 1:1s	Management perspective on 1:1s, 1:1 document structure, confidence awareness	Facilitated Discussion, Formal Input (Powerpoint)
15:15	BREAK		
15:30	The Brand of You	Social Media awareness, Blogging discussion, volunteering	Facilitated Discussion
16:15	Review	Review of the day, questions clarified	Facilitated Discussion, Evaluation and Quiz
16:30	CLOSE		

"Leigh is truly an excellent trainer with a highly developed emotional intelligence that provides him with a unique ability to connect and engage with learners. His modest and easy going style makes it easy for participants to learn from him. His good nature, knowledge and passion for best practice in adult learning will ensure him success as a trainer wherever he goes".

- Michael Cox, Director and Head Trainer, MCX Training and Development

Have questions or ready to book?

Get in touch with our team by email or online. We will be happy to answer any questions and get you booked in. You can reach us at info@agileadvisors.ie or fill out our [booking form](#).

You can also book a free discovery session with Leigh.

"I specialise in team transformations, helping teams to adopt a new way of working that is true to their own culture and experiences. My goal is to inspire you and your team to unlock your potential and travel a journey of shared understanding."



Meet Leigh
Trainer