



## **EMPLOYEE INFORMATION AND CONSULTATION FORUM DEVELOPMENT EVENT**

**This course is for delegates who are elected employee representatives in their workplace. It is equally suitable for colleagues new to their role and for experienced representatives looking to 'refresh' their understanding and underpinning knowledge.**

### **Aims -**

- To increase delegate's professional skill set and personal profile even more, through the demonstration of increased confidence in the ability to present a business case for change

### **Objectives -**

- To demonstrate best practice in the professional representation of staff
- To establish effective strategies for feeding back information to others
- To confidently and consistently operate as a Forum Member who is focused on achieving positive outcomes
- To take action to raise the profile of the Forum with the people they represent
- To enhance inner confidence and consider any further personal development needs with regard to fulfilling the role.

### **Content -**

- Role of the EIC Forum – how can we be even better?
- Impact of new legislation and the Information & Consultation Regulations
- Marketing the Forum role
- Developing personal skills – how I see myself and how others see me
- Communication excellence & precision of meaning
- How to manage questions and generate enthusiasm in others
- Encouraging meaningful suggestions and initiatives
- Boundaries of responsibility
- Producing a resource list – including DTI, ACAS, IDS etc
- Organising data and simple report formats
- Using brainstorming and reverse brainstorming to generate ideas

### **Workshop ethos and comfort factors** ☺

- The session will start and finish on time with the appropriate comfort breaks.
- Delegates should wear comfortable casual attire.
- All delegates should come prepared to take part in the activities and be assured that their contribution will be valued.
- Refreshments will be provided.

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