

Active Age Planning Ltd.

Active Age Planning Ltd. (AAP) specialises in supporting organisations and the people within them through training and development. We provide a number of 'services' – all are focussed on helping people plan, grow, develop, change and/or improve. All our services are provided on a bespoke basis as we believe training and development opportunities need to be designed specifically for the organisation and the people within them to be of the best quality, and to achieve the best outcomes.

Our services can be summarised under the headings below though many of the units described work particularly well when blended together. All of our units and courses are interactive, focus on the development of skills and provide signposting and/activities to support post course learning and development.

Planning for retirement.

- Planning for retirement. This unit can be offered as a one or two day course, and can also be offered as a small group seminar or a one to one session, on a 'cut down' basis. It explores all aspects of retirement and sets it into a planning framework. It covers the (psychological) impact of retirement; health issues; money matters (budgeting, taxation, State benefits, occupational pensions, etc.); relationships in retirement; legal issues; home and housing matters and use of time, encompassing work/return to the world of work, leisure, volunteering and learning. The unit enables delegates to look over the 'precipice' of retirement and plan a new, full, enjoyable life for themselves and replaces the dread of boredom and loneliness often in people's minds as they consider their retirement.

Dealing with aggression.

- Dealing with aggression. This course will be tailored to meet the specific needs of each organisation and can be offered as a one day or two day course or workshop. It has a strong focus on skill development and provides opportunities to become familiar with and use the skills. We are particularly keen for delegates to bring examples of 'difficult situations' from their own work experience to bring an immediacy and even greater relevance to the course. We cover a wide range of communication skills, providing delegates with a broader 'tool box' of skills to use. Delegates will leave the course feeling more competent, confident and skilled in dealing with 'challenging' people. The course is co-tutored and suitable for groups of up to 12.

Coping with redundancy.

- Surviving redundancy. This unit can be offered as a one or two day course, and can also be offered as a small group seminar or a one to one session, on a 'cut down' basis. It helps those who are over 50 and facing redundancy, compulsory or voluntary, explore the options – how much money do you need to earn; lifestyle issues; job seeking, be it the same again or something different; CV writing; job applications and interviews, etc and sets it all into a planning framework so that the delegates have something to work on after the course.

Communication skills.

- Being a better listener. This unit covers developing good listening skills – not just active listening, but also a form of active listening which is more 'reflective' and pro-active, which is particularly useful when dealing with people who have a problem, are angry or unable to move forward in dealing with a particular problem. This unit is offered as a workshop and is very interactive in nature. To achieve success, delegates need to practise the skills they have learned.
- Being a better communicator. This unit can be incorporated with any other course but works particularly well with the being a better listener unit. It looks at 'reading' and using body language, using language skills as well as listening skills to improve communication and understanding.

Problem solving skills/managing conflict.

- Problem identification – whose problem is it – mine, yours, ours or not a problem? This unit helps delegates to identify 'problem ownership' using the (Gordon Training International) Behaviour Window and offers a range of helping skills for use in each part of the 'window'. This session can be incorporated with the managing conflict session to produce a good all round problem solving course. This unit is offered as a workshop and is very interactive in nature. To achieve success, delegates need to practise the skills they have learned.
- Managing conflict. This unit looks at a range of approaches to managing conflict, first identifying whether the conflict arises from a conflict of needs or a collision of values and provides flexible and workable solutions to each kind of conflict.

Meetings skills.

- Better meetings. This unit explores what makes a good efficient meeting and what makes meeting go wrong. It then explores two strands –

leading/chairing skills and techniques for those who are interested in developing better chairing skills. The second strand focuses on those who attend meetings and looks at better preparation and getting your point across. These two strands are covered in a single unit as most people who attend meetings can improve their meeting skills by better understanding both strands. This unit works particularly well with a unit on influencing skills in the workplace.

Team skills.

- Better teams. What makes a good team? What makes a good team member? What makes a good team leader? This unit explores these issues and then coaches delegates through the development of a range of skills which help them to play their role, whatever it is, even better. This unit is for whole teams, including team leaders.

Leader skills.

- What is a leader? What makes a good leader? What models of leadership are there out there and when does each work best? What is my personal preference? How do I become a better leader? This unit looks at all of these issues, and helps leaders at every level to become even better, turning managers into leaders. This unit is even more beneficial if it can be undertaken over two days.

Personal development.

- Assertiveness – being seen, heard and listened to. This unit looks at how individuals can develop skills and techniques to help them overcome 'invisibility' in the workplace. This unit is offered as a workshop and is very interactive in nature. To achieve success, delegates need to practise the skills they have learned.
- Influencing skills in the workplace. This unit focuses on helping develop skills and techniques for influencing others. It works particularly well with the assertiveness unit or the better meetings unit.

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