

# Snippets: Tools we use in our practice

LEARNING AND DEVELOPMENT

This programme of 20-minute online refresher sessions concentrates on the tools found in a manager's toolbox for planning, time management and understanding performance. Click a title for more information or to book a place. [Mon 25 Sep](#)

Zoom  
**Mon 15 April**  
2:30-3:pm

## [Brainwriting and brainstorming techniques to use with your team](#)

It can be useful to have a toolkit of techniques when you want to look at a process or problem. This session focuses on two main tools – brainwriting and brainstorming

Zoom  
**Mon 29 Apr**  
2:30-3pm

## [Covey's quadrants - Understanding workflow management](#)

This time management tool encourages you to look at tasks in terms of their urgency and their importance.

Zoom  
**Mon 13 May**  
2:30 - 3pm

## [Using the Johari Window to understand ourselves and others](#)

This is a useful model to support the understanding of the four realms of knowledge that we and others hold about ourselves and others.

Zoom  
**Mon 27 May**  
2:30 -3pm

## [Tips for on-the-spot thinking](#)

Ever been asked a question and not been able to respond at the time—then the response came to you an hour later? We will look at tips and strategies to help you think and respond with clarity

Zoom  
**Mon 10 June**  
2:30- 3pm

## [Managing your distractions](#)

This session focuses on tools and techniques to help you focus so that you achieve the task with minimal distraction.

Zoom  
**Mon 24 Jun**  
2:30 - 3pm

## [Circles of concern, influence and control](#)

We focus on a simple schematic that allows us to analyse a situation in terms of our possible actions.

Zoom  
**Mon 8 Jul**  
2pm-2:20pm

## [CIA model](#)

This model supports our decision making when we have no control or influence over our concerns..

Zoom  
**Mon 22 Jul**  
2pm-2:20pm

## [Mager & Pipe - understanding performance issues](#)

This framework allows us to analyse performance issues, and more importantly, it allows us to consider the actions required to set someone up for success.

Zoom  
**Mon 5 Aug**  
2pm-2:20pm

## [Managing your email effectively](#)

A short session on tips and techniques for managing your email load.

Zoom  
**Mon 19 Aug**  
2pm-2:20pm

## [Pomodoro technique for time management](#)

This effective time management technique focuses attention in short blocks of time and energy.

Zoom  
**Mon 16 Sep**  
2pm-2:20pm

## [Six thinking hats for better decision making](#)

This is a practice that supports productive, focused and mindfully involved group thinking. It supports both critical thinking and collaboration.