

Being a Successful Introvert in the workplace

Aim

To provide participants with a clear understanding of:

- How, as an introvert you can successfully engage at work so that you don't feel disadvantaged.
- How, as a manager and team member, you can work successfully with introverts to ensure that they are able to do their best work
- How to ensure that as an Introvert in the workplace, you can do your best work and get support for how you need to work from those around you

By showing participants the skills and approaches for

- What defines an introvert or an extrovert?
- The strengths of introversion
- Recognising the main culture in your organisation and whether it supports you or not
- Identifying and celebrating your strengths
- Educating your colleagues and your organisation
- Recognising the power of collaboration
- How to handle meetings
- Being an introvert during Covid

Resulting in a plan of action for taking your learning forward in the workplace.

Methodology

The training approach to be used, which governs the design and delivery of the training is based on the following principles:

- To actively involve the participants throughout the training
- To enable participants to share their thoughts and enquiries
- The training is designed based on the needs and expectations of the participants that are reflected in the pre-training questionnaire

Workshop methods and tools

To achieve the objectives of the training, the following tools and methods will be utilised:

- **Presentations:** presentations will be used to provide the background of each subject and create discussion and questions.
- **Discussions:** throughout the training, participants will be encouraged to contribute to discussions and share their experiences and thoughts with the rest of the group. The discussions will be facilitated and coordinated by the facilitator in order to maintain the focus in the key areas of interest
- **Group work:** group work will be used to facilitate practical understanding of the issues and in order to enhance team working, team building and cooperation amongst participants.

Agenda

10:00	Welcome & Introduction <ul style="list-style-type: none"> ▪ Aims & Learning objectives of the day. ▪ Participants aims and experiences
Session 1	The context for Introverts in the workplace <ul style="list-style-type: none"> ▪ Facts and figures ▪ What is an introvert ▪ What type of introvert are you? ▪ What is the prevailing culture of your organisation, and does it work for you?
	Refreshment Break
Session 2:	The strengths of introversion <ul style="list-style-type: none"> ▪ Looking at your skill set ▪ The specific strengths of introversion ▪ Identifying how you do your best work
	Refreshment Break
Session 3	Tools for success <ul style="list-style-type: none"> ▪ Educating your colleagues and your organisation ▪ Creating a support network ▪ Techniques for getting your point across in meetings ▪ Collaborating with extraverts (the best of both worlds) ▪ The parent/adult/child model
	Refreshment Break
Session 4	Next steps planning <ul style="list-style-type: none"> ▪ Participants work together with the help of the facilitator to produce an action plan for taking their learning forward in their workplace.
13:00	Close

Our Trainer



Jo Cliff

Jo is an expert in Personal and Professional Development. She works as a Non-Executive Director, consultant & executive coach.

Jo worked at a senior level in central Government for over twenty years. She was Head of Communications for the BSE Inquiry and subsequently worked in senior policy, strategy and legislation roles. She has worked closely with many Ministers over the years, including a

role at Number 10 Downing Street. She now works with senior teams and individuals who want to improve their impact and communication skills.

Jo gained private sector experience as a senior manager at Deloitte Consulting. She is a published writer on the civil service and Brexit. Jo is a Non-Exec Director for the Government Internal Audit Agency and the Institute for Osteopathy.