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Mind Over Matter Consultancy Ltd

Executive Education

Full course prospectus



Introduction to the Executive Education Programme

Mind Over Matter (MOM) deliver a range of interactive, highly-pressurised, immersive-learning programmes for companies, individuals and partners across the world underpinned by applied leadership and management theory.

These programmes are unique in the way in which they focus on dynamic experiential learning and specifically how those participating in the programmes utilise their newly acquired knowledge in their workplace.

Role play, immersive exercises, workshop-based elements and coaching, all with constant and consistent feedback, contribute to this holistic approach.

By using such high pressure, dynamic scenarios, we are able to support the following areas:

- Communication
- Leadership
- Negotiation
- Talent Identification
- Decision Making
- Motivation
- Problem Solving
- Teamwork

For example, the programmes can create new perspectives on:

- Dynamically solving problems in the workplace
- Creating more effective and productive teams
- Agility in the management of change
- Communicating with and the ability to motivate others
- Maximising workforce potential
- Developing the skills needed to succeed in any business or coaching area

Course Portfolio

Executive Education

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Further information about all Mind Over Matter courses can be found online at www.momconsultancy.com.

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Mind Over Matter Consultancy Ltd

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Introduction to the Executive Education Programme



Introduction to the Executive Education Programme

The Executive Education Programme has been created specifically for those in middle and senior management positions wishing to enhance their business offer both internally and externally.

By utilising the Learning in the Round philosophy we take education out of the classroom and into the workplace using both interactive and immersive activities. These are used in real time and related to case studies and scenario exercises as a standard delivery method. This is a perfect example of how theory is learned and then applied in a real time environment. All participants are required to use the knowledge and theory acquired throughout the courses and apply it to work place scenarios, which are reflective of real life issues.

The ten modules have been carefully chosen to reflect the needs of a range of industry sectors and contexts and all are bespoke to our clients needs. In many of these decision-making skills are tested, patience is stretched, team dynamics are observed and the realistic timescale often means participants loose all track of time in the absorbing activities.



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Change



Change

Overview

Change is inevitable in the contemporary workplace. The key to successful change is the ability to create an adaptive culture, which can respond rapidly and effectively to shifting conditions. In order to survive, the contemporary workplace requires you to be innovative, flexible, and resilient, thriving on the challenges presented by turbulent and altering conditions.

This module will enable you to examine a range of responses to change, determining their effectiveness and consequences in different situations.

Change is often seen as a disruption, something to be avoided, but the tools and approaches explored in this module will enable you to manage changes effectively turning them into positive forces and outcomes.

From this module you will learn to:

- Understand how the change process impacts on your workplace setting
- Identify the principle features of change models and evaluate their application to your workplace
- Explore the relationship between change management and leadership

Summary:

Title	Change
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

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Communication



Communication

Overview

A common failing in organisations is poor communication both internally and externally. This module focuses on practical examples, explores and determines the effectiveness of different methods and identifies the factors which inhibit or assist successful and effective communication.

This module is practical in focus, drawing upon up-to-date research findings on communication in the workplace, which will enable you to understand communication effectively in a range of formats.

From this module you will learn to:

- Identify the principal and innovative methods of communication, the rationales behind their use and their application in your work setting
- Explore the advantages and disadvantages of different communication methods, plans and strategies
- Appraise and assess how messages are framed for differing audiences
- Critically evaluate the roles played by both verbal and non-verbal signals and behaviours

Summary:

Title	Communication
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

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Decision-Making Processes



Decision-Making Processes

Overview

This short course is based on making decisions in constantly changing, high-pressure environments. It can be noisy, hot, very cold or impacted by high pressure. Incidents may occur at your event at any time. The course is delivered through a series of scenario-based activities, where you will work in a group making evermore complex individual and joint decisions, which will affect the outcome and planning of the event.

The approach adopted integrates experiential learning with theoretical concepts and activities based in the crowd management, events and security arenas. You will be introduced to various decision-making models, and will be encouraged to use the tools you have developed in a high-pressure workplace scenario.

From this short course you will learn to:

- Demonstrate effective decision-making skills in both theoretical and practical contexts in a crowded space
- Provide an outline rationale for decisions and approaches selected in a crowded space context
- Understand and utilise a comprehensive knowledge of the decision-making process related to an event scenario

Summary:

Title	Decision-Making Processes
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

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Leadership & Management



Leadership & Management

Overview

Kouzes and Posner (2003) state that 'leadership and management is about transforming values into actions, visions into realities, obstacles into innovations, seperateness into solidarity and risks into rewards'.

This innovative module considers the nature of leadership and management in today's constantly evolving workplace. This module will help you to analyse and evaluate your own preferences and challenges and provide you with the tools to enhance and develop your leadership capabilities.

From this module you will learn to:

- Examine your own leadership and management styles and analyse how these relate to your workplace environment
- Consider and evaluate the effectiveness of different styles of leadership in a range of settings

Summary:

Title	Leadership & Management
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

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Negotiation & Influence



Negotiation & Influence

Overview

Two of the most difficult skills to master in middle and senior management are negotiation and influence. Influencing the outcome of a meeting, a difficult one-to-one, or a conversation that does not quite go the way you planned it, are all part and parcel of today's business environment.

This module utilises scenario-based learning to test your reactions to simulated and pressurised environments that require either negotiation techniques or the exercise of influence to gain the required outcome. Theoretical and practical inputs are introduced to support you in the decisions made in this fascinating area.

From this module you will learn to:

- Understand how you react in a simulated pressured environment
- Appreciate the principles of negotiation, behavioral change and the dynamics of compliance
- Identify different personality types
- Apply appropriate negotiation approaches that will facilitate positive outcomes

Summary:

Title	Negotiation & Influence
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

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Organisational Culture



Organisational Culture

Overview

Organisational culture plays a pivotal role in influencing how people behave and react in their workplaces and yet, because it is hard to pin-point, its influence is often disregarded.

How you interpret and contribute to your organisational culture is crucial to the overall performance and effectiveness of your workplace.

Through scenario-based learning, role-play and case studies this module introduces you practically to aspects of culture and its effects, enabling you to contribute positively to building a dynamic and effective organisational culture.

From this module you will learn to:

- Demonstrate a practical understanding of the nature of your organisation and its culture
- Use a range of tools to assess and diagnose issues within the culture and to formulate tactics and strategies to transform your workplace
- Practise aspects of interpersonal communication intended to persuade and/or influence and to give and receive critically constructive feedback

Summary:

Title	Organisational Culture
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment



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Realising the Corporate Vision



Realising the Corporate Vision

Overview

Many organisations believe they are corporate and follow a structured framework laid out in the corporate vision, which is validated by the senior management team. However, from research it is apparent that some of these organisations are not corporate at all.

By addressing notions such as buy-in, trust, delegation and strategic thinking, the module will explore corporate culture and will ensure that the vision is attainable, shared and realised. Workshop activities include a critical review of a documented case study of strategic design and operation in order to identify significant factors, which might influence and inform your future planning and corporate vision.

From this module you will learn to:

- Create a coherent strategic vision taking into account your organisations' context, competitors, resources and aspirations
- Design an outline strategy for a proposed change within your organisation indicating resource needs and deployments, alongside a realistic timescale
- Evaluate the structures, frameworks and other tools which you may utilise to manage unanticipated events and outcomes

Summary:

Title	Realising the Corporate Vision
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

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Working Operationally, Tactically & Strategically



Working Operationally, Tactically & Strategically

Overview

As a senior, or middle manager, you have to be visible in the workplace and have an active interest in the operational aspects of the organisation. However, impinging on other's roles, responsibilities and accountability can be detrimental to the organisational culture and can affect sustainability.

This module focuses on a range of tools designed to support you in the realisation of trust, delegation and working at arm's length. Through discussion, group work and role-play, you will explore how responsibility for actions and accountability for targets and outcomes can be placed with individuals and groups.

From this module you will learn to:

- Understand how to support your managers and to ensure a consistent and coordinated delivery amongst your colleagues working at a strategic, tactical and operational level
- Develop the capability to delegate operational tasks to those in the most appropriate positions within your business to deal with them

Summary:

Title	Working Operationally, Tactically & Strategically
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

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Team Working



Team Working

Overview

Effective teamwork requires the exercise of an impressive range of inter and intrapersonal skills. By exploring the roles played within teams by individuals you will develop an understanding of what others bring to the operations of teams in your workplace and how these contribute to team dynamics and performances.

Through reflection and evaluation of your own contributions to team work and the contributions of others you will develop a practical and effective range of team-working capabilities.

From this module you will learn to:

- Understand the mechanics of how teams form and how they can be transformed from loose groups into effective and high-performing entities
- Identify the skills and attributes, which will help you to contribute towards teamwork
- Identify accurately the capabilities of yourself and other team members and drawing on them appropriately in the light of the demands of particular tasks

Summary:

Title	Team Working
Duration	6-8 weeks, including a 2-day workshop, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

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Introduction to Training, Teaching & Facilitation



Introduction to Training, Teaching & Facilitation

Overview

Over the years this module has proved to be popular enabling you to develop and deliver your own in-house programmes. It provides an overview of learning, teaching and facilitation methods designed to bring about effective workplace training and development.

This module is practical in focus and is delivered flexibly in five days over a three-month period. Assignments throughout the module are based on your workplace and following the final workshop you will have a further two months to complete your work. With its focus on the workplace as a source of learning this module encourages you to relate your learning directly to real development issues and needs.

From this module you will learn to:

- Develop a practical appreciation of the concepts of learning and teaching and the role played by the facilitator
- Practise the processes of designing, implementing and evaluating learning events and activities
- Develop a range of contextualised training, teaching and facilitation tactics and strategies relevant to your workplace and the needs of the participants

Summary:

Title	Introduction to Training, Teaching & Facilitation
Duration	3-6 months, including 5 one-day workshops, as well as online and work-based activities
Entry Requirements	All qualifications and experience considered
Assessment	Work-based assessment

Other Courses & Services offered by Mind Over Matter

Mind Over Matter (MOM) is a provider of dynamic high performance programmes, creative courses, cutting edge consultancy and tailored research.

MOM are specialists in creating, developing and delivering tailored experiences, courses and consultancy that address the client's business needs and connects them to their employees, partners and customers.

MOM's innovative, creative and professional approach facilitates extensive personal development motivating and animating both internal and external customers, supported by their extensive and valued knowledge.

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Event & Crowded Space Programme:

- Event Management
- Crowded Space
- Public Order Policing
- Rail Safety

Executive Education Programme:

- Bespoke High Performers Programmes
- Communication
- Leadership
- Negotiation
- Talent Identification
- Decision Making
- Motivation
- Problem Solving
- Teamwork

Consultancy Services:

- Preparation of Tender Documents
- Crowd management planning documents for major venues and crowded space
- Reviews of crowd management and safety concepts
- Increase in standing floor capacity reports
- Risk assessment documentation
- Review of major sporting event preparation
- Review of major music event preparation
- Delivery of table top exercises for major venues and events
- Expert witness reports
- Health & Safety reports
- Consultancy for major events on issues occurring during preparation
- Increase in staff deployment reports for major companies
- Crowd management plan testing

Full details of Mind Over Matter's offering can be found at
www.momconsultancy.com