



Build your own Training

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	Code	Title	Duration	Individual	Team	Front Line Manager	Small Business Owner	Middle Manager	Senior Manager
PROGRAMMES	ECP	Executive Coaching Programme (1:1)	90 min X 10 monthly	●			●		●
	HPL	High Potential Leadership Programme (1:1)	4 hours	●		●	●	●	
	HRB	HR Bites Series*	4 x 2 hour modules		●	●	●		
	HRE	HR Essentials Programme*	6 x 4 hour modules		●	●	●	●	
	LB	Leadership Bites Series*	4 x 2 hour modules		●	●	●		
	LDP	Leadership Development Programme*	6 x 4 hour modules		●	●	●		
	LEI	Leading with Emotional Intelligence	2 x 8 hours		●	●	●	●	●
	SP	Strategic Planning	TBD			●	●	●	
WORKSHOPS	FEI	Foundations of Emotional Intelligence	8 hours or 2 x 4 hours		●	●	●	●	
	BCR	Building Collaborative Relationships*	4 hours		●	●	●	●	●
	BYR	Building your Resilience	4 hours		●	●	●	●	●
	LDP5	Coaching for Performance	4 hours			●	●		
	CC	Courageous Conversations*	4 hours		●	●	●	●	
	HRE6	Exiting Employees with Integrity	4 hours			●	●	●	
	LDP4	Giving and Receiving Feedback	4 hours			●	●		
	LDP1	Leadership Principles	4 hours			●	●		
	LDP2	Managing Employees	4 hours			●	●	●	
	LDP3	Performance Management and Goal Setting	4 hours			●	●		
	HRE2	Recruitment Best Practices	4 hours			●	●	●	
	HRE5	Reward and Recognition	4 hours			●	●	●	
	TDD	Team Dynamics (inc DISC)	4 hours		●	●	●		
	HRE1	Workplace Compliance in NZ	4 hours			●	●	●	
	HRB4	Disciplinary Processes and Terminations	2 hours			●	●		
	LB2	Effective Communication	2 hours			●	●		
	HRB3	Employee Performance and Development	2 hours			●	●		
	LB4	Feedback Principles	2 hours			●	●		
	HRB2	Hiring Success	2 hours			●	●		
	ISM	Interview Skills for Hiring Managers	2 hours			●	●	●	
	LB1	Leadership 101	2 hours			●	●		
	MCS	Mastering the Art of Exceptional Customer Service	2.5 hours		●		●		
	HRB1	NZ Employment Legislation	2 hours			●	●		
LB3	Setting Expectations for Accountability	2 hours			●	●			
MICRO LEARNING	ABL	Above the line/below the line	1 hour		●	●	●	●	
	EAS	Emotions as Data	1 hour		●	●	●	●	●
	GM	Growth Mindset	1 hour		●	●	●		
	ME	Managing Emotions	1 hour		●	●	●	●	●
	VVT	Vision, Values and Team Agreements	1 hour		●	●	●	●	
	BC1	1:1 Business Coaching	Per hour	●	●	●	●	●	●
	CC1	1:1 Career Coaching	Per hour	●	●	●	●	●	●
	CSC	1:1 Clifton Strengths Coaching	Per hour	●	●	●	●	●	●
	DP1	1:1 DISC Profiles	Per hour	●	●	●	●	●	●
	JS1	1:1 Job Search Skills	Per hour	●	●		●	●	

* This training is approved for funding, contact us to find out if your business is eligible.

+ Maximum 12 participants (excluding 1:1)

PROGRAMMES⁺

	<p>Executive Coaching Programme (1:1) A personalised coaching experience for senior leaders, focusing on enhancing decision-making, leadership impact, and achieving organisational goals. Includes 360 survey & MSCEIT.</p>	90 minute x 10 monthly sessions
	<p>High Potential Leadership Programme (1:1) Designed for emerging leaders, this programme nurtures talent, builds leadership competencies, and prepares participants for future leadership roles.</p>	4 hours
	<p>HR Bites Series + Practical, bite-sized HR insights and foundation skills to navigate key challenges, trends, and solutions for effective people management.</p>	4 x 2 hour modules
	<p>HR Essentials Programme In-depth learnings delving into core HR principles, policies, and practices. Equipping you with tools and templates to implement effective, legally compliant HR strategies.</p>	6 x 4 hour modules
	<p>Leadership Bites Series Practical, bite-sized leadership insights delivering actionable leadership strategies for immediate application.</p>	4 x 2 hour modules
	<p>Leadership Development Programme In-depth learnings building leadership skills, enhance self-leadership, and improve team communication for lasting organisational success.</p>	6 x 4 hour modules
	<p>Leading with Emotional Intelligence Develop leaders' ability to connect, inspire, and manage teams effectively through the power of emotional intelligence. Build self-awareness, adaptability, and interpersonal skills to empower leaders with the tools needed to manage teams effectively.</p>	2 x 8 hours
	<p>Strategic Planning Provides tools and techniques for creating and implementing a clear, actionable strategic vision to achieve long-term organisational goals.</p>	TBD

WORKSHOPS⁺

	<p>Foundations of Emotional Intelligence Develop self-awareness, empathy, and emotional regulation to improve personal and professional effectiveness. Gain essential skills to understand and manage emotions, fostering stronger relationships and more effective interactions.</p>	8 hours Or 2 x 4 hours
	<p>Building Collaborative Relationships Learn techniques grounded in positive psychology and neuroscience to foster trust, enhance teamwork, and build resilience for stronger connections within and across teams.</p>	4 hours
	<p>Building Your Resilience Learn strategies to adapt to challenges, manage setbacks, and maintain focus under pressure. Develop tools to reduce stress, build emotional strength, and stay productive during challenging times.</p>	4 hours
	<p>Coaching for Performance Master the art of guiding meaningful conversations that inspire growth, enhance skills, and empower individuals.</p>	4 hours

	<p>Courageous Conversations</p> <p>Develop the confidence and skills to address difficult topics effectively, fostering accountability and resolution while maintaining strong relationships.</p>	4 hours
	<p>Exiting Employees with Integrity</p> <p>Navigate the complexities of employee exits with professionalism, legal compliance, and respect.</p>	4 hours
	<p>Giving and Receiving Feedback</p> <p>Master the art of giving and receiving feedback to promote continuous improvement and stronger relationships.</p>	4 hours
	<p>Leadership Principles</p> <p>Develop core leadership capabilities, including decision-making, communication, and team motivation.</p>	4 hours
	<p>Managing Employees</p> <p>Equip managers with practical tools to oversee teams, delegate effectively, and resolve workplace challenges.</p>	4 hours
	<p>Performance Management and Goal Setting</p> <p>Learn to set goals, measure success, and provide constructive feedback to drive high performance.</p>	4 hours
	<p>Recruitment Best Practices</p> <p>Master best practices for attracting, evaluating, and hiring top talent to meet organisational needs.</p>	4 hours
	<p>Reward and Recognition</p> <p>Explore strategies for recognising and rewarding employee contributions to boost morale and engagement.</p>	4 hours
	<p>Team Dynamics (DISC)</p> <p>Use DISC profiling to understand team behaviours, improve collaboration, and build stronger workplace relationships. Gain insights into team dynamics and learn to adapt interactions for improved collaboration and success.</p>	4 hours
	<p>Workplace Compliance in NZ</p> <p>Understand and implement workplace policies and legal requirements to ensure organisational compliance.</p>	4 hours
	<p>Disciplinary Processes and Terminations</p> <p>Understand the legal and practical steps for managing disciplinary actions and terminations fairly and effectively.</p>	2 hours
	<p>Effective Communication</p> <p>Understand your own communication style, recognise others' styles, and learn how to adapt to achieve effective communication.</p>	2 hours
	<p>Employee Performance and Development</p> <p>Explore strategies for supporting employee growth through induction, training, coaching, and personalised development plans.</p>	2 hours
	<p>Feedback Principles</p> <p>Learn how to reframe constructive feedback that motivates improvement and manage emotions.</p>	2 hours
	<p>Hiring Success</p> <p>Discover how to attract, assess, and interview the best talent for your organisation.</p>	2 hours
	<p>Interview Skills for Hiring Managers</p> <p>Equip managers with the tools and skills to conduct effective interviews and make confident hiring decisions.</p>	2 hours

Leadership 101 Essential foundational leadership skills, including decision-making, team motivation, and goal setting.	2 hours
Mastering the Art of Exceptional Customer Service Develop practical skills to exceed customer expectations and create lasting, positive relationships which will drive business success and build strong connections.	2.5 hours
NZ Employment Legislation Gain a clear understanding of New Zealand's employment laws to ensure compliance and best practices.	2 hours
Performance and Development Focus on setting performance standards and training and development plans, and giving feedback to poor performers.	2 hours
Setting Expectations for Accountability Learn how to set clear, achievable expectations to guide team members and ensure accountability.	2 hours

MICRO LEARNING⁺

Above the Line/Below the Line Explore a mindset framework for accountability and proactive problem-solving versus reactive behaviours.	1 hour
Emotions as Data Learn to interpret emotions as valuable information to improve decision-making and interpersonal interactions.	1 hour
Growth Mindset Cultivate a mindset focused on learning, resilience, and embracing challenges for continuous development.	1 hour
Managing Emotions Develop skills to regulate emotions effectively and maintain composure in challenging situations.	1 hour
Vision, Values, and Team Agreements Align team goals with organisational values, create shared agreements, and inspire collective purpose.	1 hour
1:1 Business Coaching Personalised coaching for leaders to refine strategy, enhance decision-making, and achieve business objectives.	Per hour
1:1 Career Coaching Tailored support to explore career options, set goals, and develop a plan for professional growth and success.	Per hour
1:1 Clifton Strengths Coaching Discover and leverage your top strengths to maximise personal and professional potential.	Per hour
1:1 DISC Profiles Coaching One-on-one coaching to understand your DISC profile and use it to enhance communication, leadership, and collaboration.	Per hour
1:1 Job Search Skills Individualised guidance on crafting CVs, improving interview skills, and navigating the job market effectively.	Per hour



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