



Listen to **LEAD**

Online Interactive Workshop



PROFESSIONAL DEVELOPMENT REQUEST

Workshop	Listen to Lead	Provider	Speech NZ
Format	Live online Small group	Duration	1 x 90-minute sessions
Cost	\$283.43	Dates	27 May 2026

Why This is Relevant to My Role?

In my role, I regularly:

- Participate in discussions and team conversations
- Respond to ideas, feedback or concerns from colleagues
- Work collaboratively with others
- Navigate high-pressure conversations

Developing stronger listening and response skills would improve how I collaborate, support colleagues, and respond constructively.

Organisational Benefit

Attendance supports:

- Stronger collaboration and team communication
- Improved trust and understanding
- More constructive responses in challenging situations
- Clearer and more thoughtful workplace dialogue

These listening and response skills strengthen everyday communication and effective leadership.

What This Workshop Develops

- Recognising different levels of listening
- Practising active listening techniques that build trust and clarity
- Using summarising and clarifying questions to guide conversations
- Responding thoughtfully and calmly in difficult conversations

Interactive exercises and discussion help participants apply these skills to real workplace situations.

Request

I am seeking approval to use professional development funding to attend this workshop to strengthen my communication capability and professional impact.

Approved

Not Approved

Manager: _____

Date: _____

Feb 2026 v1

