



**Business  
South**

# EVERY DAY IMPACT PROGRAMME

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**ONLINE, VIRTUAL TRAINING**

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**Everyday Impact** blends practical workshops with simple monthly habits that are easy to apply and hard to forget.

These are the skills people rely on every day, influencing how they deliver their work and collaborate with others.

Interactive sessions that make learning social and practical. Everyone gets a chance to share their insights, learn together, and practise new skills in a supportive environment they'll enjoy coming back to.

After completing this programme, people are confident to show up and deliver. **Every day.**

## DELIVERY PARTNERS



# Learning Pathway



# Programme Module Information

## Module 1

### Habits and Goals

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Build simple, sustainable habits and set goals that actually stick. You'll stay focused, motivated, and moving in the right direction.

## Module 2

### Building your professional reputation

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Strengthen the mindsets and behaviours that shape how others see you, especially when the pressure's on and your reactions matter most.

## Module 3

## Time management & prioritisation

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Use your real to-do list to learn practical techniques for managing workload and setting priorities. You'll instantly feel in control of your week.

## Module 4

## Decision-making

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Make clearer decisions under pressure, with limited information, and when a group consensus is required.

## Module 5

## Trust & professional relationships

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Learn how trust is built, maintained, and repaired. Master the everyday behaviours that make working relationships easier and more effective.

## Module 6

## Emotional intelligence

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Develop self-awareness, recognise blind spots, and work confidently with diverse perspectives to improve your impact and strengthen team dynamics.

## Module 7

## Communication mastery

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Tackle common communication challenges with practical tools that help you land your message effectively and handle tricky conversations.

## Module 8

## Resilience & navigating change

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Build practical skills that help you remain steady during challenging times and able to manage uncertainty during periods of change.

## Module 9

## Your career and your development

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Take ownership of your growth by understanding your strengths, direction, and opportunities, and building a development plan that actually works.



### **Tasks to apply what you've learnt**

Small, practical challenges to try between sessions, so the learning actually shows up where it matters: In the work. We'll debrief these tasks together to see what went well, what challenges people faced, and what further learning may be needed.



### **Guidance between workshops**

Course facilitator is available between sessions on Teams, Slack, WhatsApp, or wherever the team like to chat. This becomes a space for everyone to ask questions, share their experiences, and keep the learning alive between workshops.



## The Programme

The programme runs over nine sessions, with space in between to practice and apply what's been taught. Each session is 90 minutes online, making them easy to fit around busy schedules. Session dates are as follows

Wednesday 22 July 2026	9am - 10.30am	Habits and Goals
Wednesday 26 August 2026	9am - 10.30am	Building your professional reputation
Wednesday 23 September 2026	9am - 10.30am	Time management and prioritisation
Wednesday 21 October 2026	9am - 10.30am	Decision-making
Wednesday 18 November 2026	9am - 10.30am	Trust and professional relationships
Wednesday 16 December 2026	9am - 10.30am	Emotional intelligence
Wednesday 20 January 2027	9am - 10.30am	Communication mastery
Wednesday 24 February 2027	9am - 10.30am	Resilience and navigating change
Wednesday 24 March 2027	9am - 10.30am	Your career and your development

You'll be joined by a small group of people from across the Southern region (maximum of 15 participants). In the room will be an interesting mix of people from different backgrounds and operating in different industries.

# Your Facilitator Mike Jones



Mike is the founder of Gathered Minds: a Learning & Development partner to growing organisations.

With over 10 years' experience in workplace learning, Mike helps growing organisations build capability that actually improves performance. His focus is not on delivering content, but on developing skills people use every day in their roles.

Mike delivers highly interactive programmes, focusing on the skills people use every day to succeed. Each session is grounded in real workplace challenges, using participants' own work as the learning material, so progress starts in the room and continues long after.

Mike's approach to learning is simple: Learning should be useful, it should bring people together, and it should change how work actually gets done.

Organisations work with Mike when they want more than content delivery. They want capability built, confidence grown, and performance improved.

## **Qualifications**

- Bachelor of Arts (Business Psychology), Massey University
- New Zealand Certificate in Adult Literacy and Numeracy Education, Open Polytechnic of New Zealand
- National Certificate in Adult Education and Training, Wintec / LearningWorks