

The 3Qhub Development Pathway

Stage 1 | Introduction to the Corporate World

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About 3Qhub

Why choose 3Qhub to deliver your programme?

We are a team of dedicated, highly-skilled consultants with a proven track-record of delivering sustainable benefits for our clients / customers.

We bring a deep understanding of the challenges facing your organisation, informed by our work with clients / customers across diverse industries. This breadth of experience means we are exceptionally well equipped to help you navigate and overcome those challenges.



Our promise to your team

We will provide your team with a stimulating, challenging and fun learning environment which will engage and develop them to maximise their potential. The sessions will be interactive and include a blend of activities and scenarios to help delegates apply and practise the knowledge and skills learned. Your team will be encouraged to develop personalised action plans to enable them to bring their learning into the workplace and take personal responsibility for their development.

Our promise to you

We will provide you with the exceptional client service you deserve. We will be there for you when you need us, ensuring we are accessible, responsive, reliable and flexible in our approach to working with you. We will always recommend solutions that are in your best interests.

We will take the time to understand the needs of your team and organisation and tailor the content of your programme to meet these needs as appropriate.

The 3Qs

Success in your professional career and your life in general will be determined by several factors. At 3Qhub we recognise that three of the most important factors will be your IQ (Intellectual Quotient), your EQ (Emotional Quotient) and your RQ (Resilience Quotient).

So what do these three quotients mean and how do they influence your professional and personal success.



IQ - Intellectual

This is the quotient that most people will have heard of. It relates to your ability to use knowledge, reasoning and logic to answer questions and make predictions.

A high IQ is generally a good predictor of strong academic achievement.



EQ - Emotional

This is often referred to as Emotional Intelligence. It relates to your ability to firstly understand yourself and secondly other people. What motivates them and how to work effectively with them.

Your level of EQ is widely regarded as a more important indicator of your success in management and leadership than your IQ.



RQ - Resilience

This relates to your ability to deal with the pressures and demands that are placed upon you both within and outside of work.

Your level of RQ also determines your ability to recover from setbacks and deal with challenging or stressful life events.



At 3Qhub we know just how important all three of these quotients are in helping you achieve success in your professional career. That's why all our development programmes have been designed with the three quotients in mind.

When you work with us we will not only boost your knowledge and understanding of the areas we cover (IQ); we will also develop your emotional intelligence (EQ) to help you get the best out of your relationships with colleagues and clients / customers; and finally we will ensure you have the tools, strategies and mindset to be able to deal with the ever-increasing pressures of your professional and personal lives (RQ).

Develop your Qs with 3Qhub!

Programme Aims

Stage 1 - Introduction to the Corporate World

Duration: Suggested delivery over 2 - 3 years

The 'Introduction to the Corporate World Programme' contains three modules. It is aimed at 'Early Career' team members or those who are new to a professional business environment. It focuses on the fundamental skills needed for a team member to be effective within an entry level position and who may be looking, in the future, to transition into a supervisory role.

Modules and Timings

We recommend that the first module 'Making the Best Start' is scheduled as part of your induction process so preferably in the first few weeks of employment. It will enable new starters to hit the ground running and ensure that they understand the fundamentals for making the best impression with both colleagues and clients / customers and know what will be expected of them. It also provides an enjoyable networking experience for them to get to know their cohort better and provide an opportunity for them to ask questions that they can sometimes be nervous about asking their managers or colleagues at this early stage.

The remaining two modules can be scheduled at a time to suit the organisation and can be planned around busy periods at work. We recommend leaving a period of between 6 and 12 months between the first and second modules and at least 12 months between the second and third.

The 'Managing Yourself and Working as a Team' module will introduce individuals to self-management techniques and will help them become more organised and more effective at managing different priorities. They will also learn the essentials in communicating clearly and concisely with superiors, clients / customers and the rest of the team regarding workload, deadlines and issues.

'The Effective Supervisor / Team Leader' is for those who have recently started, or soon will be, taking responsibility for supervising staff. The module will introduce the core skills relating to motivation, delegation and giving feedback.

Benefits of the Introduction to Corporate World Programme

For many of your new starters, this role will be their first experience of working in a professional environment. This Programme will provide them with:

- Increased motivation and confidence through an opportunity to learn and engage in a safe environment whilst having fun and being challenged
- Improved productivity and efficiency by developing the core skills needed to help them thrive in their first few years
- Improved efficiencies and client / customer relationships through better communication and personal organisation skills



Recommended maximum number of delegates: 15 (no minimum).

All of our prices are exclusive of VAT and travel expenses where applicable.

Module Content

Introduction to the Corporate World

Module 1: Making the Best Start (Full day)

Key content:

- Importance of a positive mental attitude
- Work etiquette (office / client / customer offices / home) – professional behaviour
- Being helpful and asking questions
- Body language basics
- Using the phone and sending emails
- Dealing with clients / customers

Module 2: Managing Yourself and Working as a Team (Full day)

Key content:

- Communicating clearly in person, virtually, in writing
- Personal organisation including:
    1. Importance of being organised and the knock-on effects of being disorganised
    2. Prioritising work
    3. Managing priorities
    4. Dealing with distractions
- Dealing with matters assertively
- Working under pressure
- Key ingredients of effective teams

Module 3: The Effective Supervisor / Team Leader (2 days)

Key content:

- The role of the effective supervisor / team leader
- Effective delegation
    1. Planning and preparation
    2. Training others
    3. Support
    4. Review
- Delivering effective feedback
- Receiving feedback positively
- Managing clients' / customers' expectations

Standard	my3Q member
£2,375 per day	**£2,175** per day

Additional Support

Can team members attend individual modules where relevant?

Whilst we recommend that delegates complete all modules in the Programme as a cohort, other individuals within the firm may benefit from attending a specific module.

Please speak to us if you have any questions regarding the suitability of a particular module for an individual within your team.



Pathway Progress Reviews (PPRs)

Would your team benefit from personal review meetings with their Lead Consultant between modules whilst they are completing the Pathway?

The PPRs are an effective way to maintain momentum whilst your team are working through the modules which can be useful when there is a long gap between modules. At the end of each module, delegates will be encouraged to complete an Action Plan focussing on their specific areas of development arising from the module. The PPRs then provide an opportunity to discuss these action points on a one-to-one basis with the Lead Consultant and discuss progress, help identify further areas of development and offer suggestions for improvement. It is also an opportunity to discuss any further support the delegate may need regarding specific challenges that they face in the workplace.



Benefits of the Pathway Progress Reviews

- Helps the business achieve an effective return on their investment by encouraging personal commitment from the individual
- Helps the individual meet their action points and ensures that their development remains a high priority
- Provides a confidential, one-to-one coaching session
- Provides an opportunity to discuss issues and challenges with an objective, independent specialist
- Allows the consultant to gain a better insight into the individual delegate's engagement and commitment to the Pathway

A day or half day will be scheduled, depending on the number of delegates that are completing the Pathway. We recommend that each PPR lasts approximately 30 minutes.

We recommend that PPRs are delivered virtually to cater for delegates' different working patterns and locations but can also be delivered at your offices if this is preferred.

Standard	my3Q member
£1,875 per day	**£1,675** per day

Lead Consultants

Our team of dedicated Lead Consultants are expert presenters and specialists in the field of management and leadership and have an in-depth understanding of professional services.



Michael Siviter

Michael is the co-founder of 3Qhub and leads the business.

He is a qualified accountant, management consultant and personal coach and has worked in various roles within professional training and consulting, practice and industry. He uses his expertise and experience to provide clients with a package of management and leadership support that meets their needs.

He has an energetic and dynamic style when presenting and has the ability to develop a strong rapport with his audience, helping them learn quickly and effectively

Michael works with professional firms of varying sizes from one partner practices to top 20 firms. He is a certified NLP (Neuro-Linguistic Programming) practitioner, professional examiner and qualified assessor of occupational competence.



Chris Parry

Chris is a highly engaging and passionate trainer and consultant with 20 years' experience delivering management and leadership training to a wide range of clients and industries. He adds value through his sessions by building a strong rapport with his audience and getting to know them and by understanding their motivators on a personal level.

Chris is experienced in the design and delivery of leadership and management programmes, utilising behavioural profiling to enable the whole team to better understand themselves in order to become their best selves and to help them effectively manage and lead their teams.

He tailors his delivery style to the needs of his audience. He is known for his high energy, collaborative approach and the fun environment that he creates on his workshops which adds value and provides valuable insights to those in attendance. His dynamic and interactive approach allows him to build strong connections with delegates.

David Gallagher



David supports clients with management and leadership skills training and business coaching. He uses his vast leadership experience in professional services to help others develop.

He is the Lead Consultant on our student programmes which we deliver throughout the UK, working closely with clients on designing programme content.

David qualified as a chartered accountant at Grant Thornton. He spent many years establishing himself on the Audit & Accountancy CPD circuit. In 2012, he moved to MHA MacIntyre Hudson; first as the firm's technical director before rising to technical and training partner. During this time he managed the growth of the firm's technical and compliance team and helped to develop the firm's international network global audit methodology.

Kaye Davis



Kaye is a qualified accountant and business leader having worked in various senior positions within professional training, accountancy practice and industry. Her vast and varied career has involved roles at BPP, ICAEW and Mercia.

As our Head of Operations, Kaye manages the day to day running of the business and supports Michael and the rest of the team with product and client development.

Kaye also still loves teaching. She has a real dedication to training and development and delivers our student tax and accountancy programmes throughout the UK and also our management training programmes. Known for her enthusiasm, she is passionate about sharing her knowledge and fostering a collaborative learning environment for delegates.



Get in touch

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