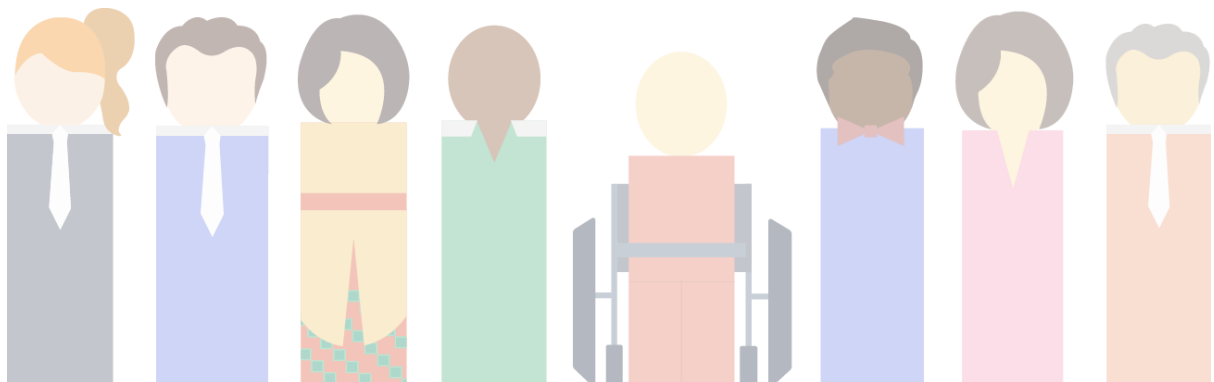




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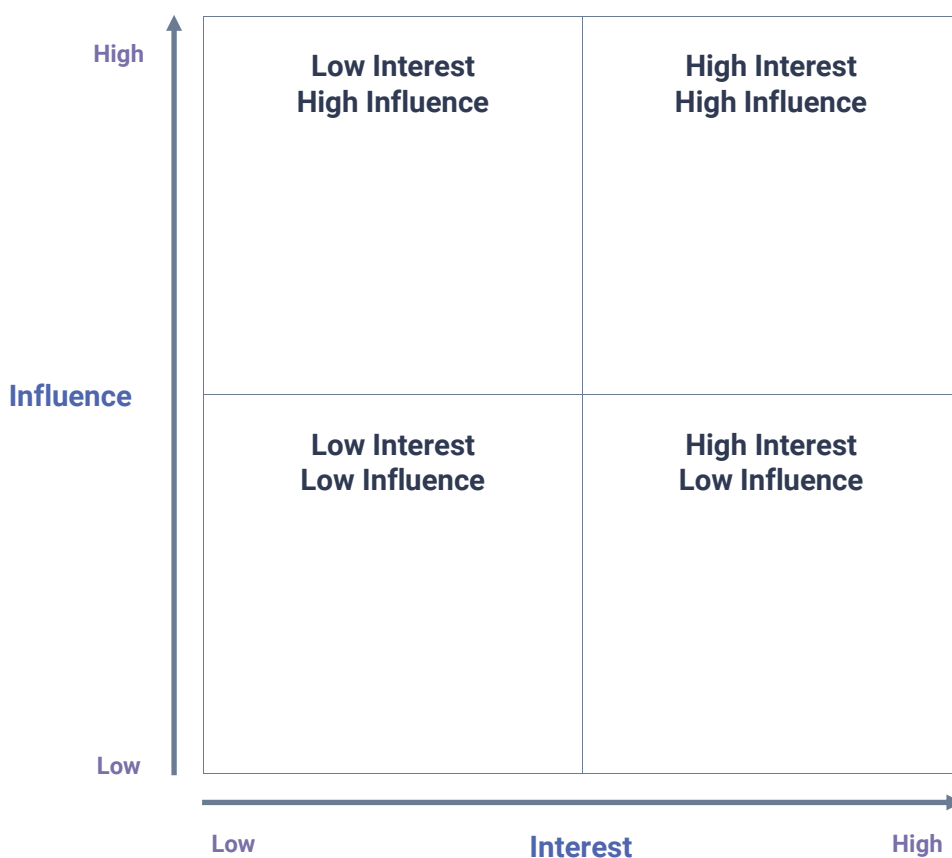
Stakeholder Matrix Template and How-to Guide



Stakeholder Matrix Template and Guide

Introduction

Effectively managing stakeholders is essential for the success of any project or initiative. A stakeholder matrix is a valuable tool that helps identify and categorise stakeholders based on their level of interest and influence. This downloadable handout provides you with a stakeholder matrix template and a step-by-step guide on how to use it to analyse and engage with your stakeholders more strategically.



How to Use This Template

Step 1: Identify Your Stakeholders

Make a list of all the individuals, groups, or organisations who have an interest or are affected by your project or initiative. Consider both internal and external stakeholders.

Step 2: Assess Level of Interest

Evaluate the level of interest each stakeholder has in your project or initiative.

Step 3: Assess Level of Influence

Determine the level of influence each stakeholder has over your project or initiative.

Step 4: Plot Stakeholders on the Matrix

Based on their level of interest and influence, plot each stakeholder's name in the respective cell of the stakeholder matrix template.

Step 5: Analyse Stakeholder Categories

Analyse the stakeholder matrix to identify key insights and patterns. Pay attention to stakeholders in the high interest and high influence quadrant, as they require more attention and engagement.

Step 6: Determine Engagement Strategies

Develop appropriate engagement strategies for each stakeholder category. High-interest stakeholders with high influence may require direct involvement and regular communication, while low-interest stakeholders may need minimal engagement.

Step 7: Regularly Review and Update

Keep the stakeholder matrix updated as the project progresses and stakeholder dynamics change. Regularly review and adjust your engagement strategies based on any new developments.



Recommended Training for New Managers

We offer several programmes which are specifically designed for new managers:

Fast-track New Manager Course

The graphic is a dark blue rectangular banner with white and light blue text. At the top left is the 'Nine Dots Development' logo, which consists of a 3x3 grid of white dots. To the right of the logo is the text 'Nine Dots Development' and 'Learn Today, Lead Tomorrow.' in a smaller font. At the top right, the phone number '+44 (0) 1332 527 905' and the website 'ninedots.co.uk' are listed. The main title 'Fast-track New Manager Course' is prominently displayed in the center-left. Below it, the text '4-workshop Course (CMI Add-on Available)' is shown. A paragraph describes the course's benefits: 'Gives participants the key knowledge and skills to better understand their role as a new manager, successfully deliver the role, work with others across the organisation, and ensure that their team is effective, efficient, and productive.' On the right side, a light blue box titled 'This programme will help participants:' contains a list of six bullet points, each with a checkmark icon. At the bottom of the banner, there is a horizontal bar with colored segments (grey, green, orange, teal, pink, purple) and logos for 'ilm', 'CMI', 'Education & Skills Funding Agency', and 'Apprenticeships'. To the right of these logos are six stylized icons of people wearing graduation caps.

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Fast-track

New Manager Course

4-workshop Course (CMI Add-on Available)

Gives participants the key knowledge and skills to better understand their role as a new manager, successfully deliver the role, work with others across the organisation, and ensure that their team is effective, efficient, and productive.

This programme will help participants:

- ✓ Understand new manager responsibilities
- ✓ Organise their time efficiently
- ✓ Prioritise, allocate and resource workload
- ✓ Set and monitor SMART objectives
- ✓ Nurture a high performing team
- ✓ And much more...

ilm CMI Education & Skills Funding Agency Apprenticeships

This course contains 4 x live virtual workshops and is delivered over 4 months:

- Workshop 1: Leadership & Management Excellence
- Workshop 2: Managing Operations
- Workshop 3: Effective Business Communication Skills
- Workshop 4: Building Effective Teams

It can also be delivered face-to-face in-company for groups of 5-12.



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Team Leader Programme

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This programme consists of 8 x blended modules and is delivered over 13+ months:

- Personal Development Planning
- Building Effective Teams
- Managing Operations
- Enhanced Business Communication Skills
- Project Management Skills
- Leading and Management Excellence
- Budgeting and Resource Management
- Data-Driven Management

Tailored In-company Management Essentials Programme

This programme consists of 3 days of training:

- Understanding the Role of a Manager and Defining Team Focus
- Communicating Effectively to Get the Best from Your Team
- Developing and Coaching Your Team for Success

This programme is ideal for groups of 5-12 and can be tailored if there are specific topics you would like included.





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