

Summary and Style

❖ **Each workshop will have;**

- ✓ Academic input, research based
- ✓ Discussion on your situation
- ✓ Opportunity to debate and explore
- ✓ Ongoing support
- ✓ Stories

❖ **Some sessions will include;**

- ✓ An opportunity to practice tools and techniques
- ✓ Guest speaker

There are 6 sessions each running 3 hours, 4 weeks apart.



Workshop 1 – Self Awareness

❖ Who do you turn up as?

- ✓ Owner, Leader, Manager, Coach, Other e.g. Expert

❖ Personality and Communication traits

- ✓ Based on Jungian theory a look at you, your team and your key customers / suppliers

❖ Emotional Intelligence

- ✓ A dive into Daniel Goleman's work on EI

❖ Mindset

- ✓ How does your brain work? (Did you realise its very lazy!)
- ✓ Thinking Traps

The purpose of this session is to understand your impact on your business, the people in it and your customers. We all carry many different identities that are used at various times and in various situations. This workshop will help you identify the ones you use most and develop awareness of impact.



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Workshop 2 – Self Organisation

❖ Time Management

- ✓ Bad habits that waste time
- ✓ Good habits that really work
- ✓ Planning your day, week, month
- ✓ Challenge the lazy and nice ways you have slipped into

❖ Prioritisation

- ✓ What is YOUR job
- ✓ Stop doing everyone else's
- ✓ How to decide what to keep and what to do with the rest

❖ Planning

- ✓ Making everything fit
- ✓ Stop doing stuff that adds no value
- ✓ Finding the time you need, when you need it

The purpose of this session is to make sure you are using your time effectively and allowing your team to do the work you should be letting go of. They want that work. Ask yourself, do you delegate what you should, do your people have your trust and how do you show them that. Even better...If you had 2 hours back every week what would you do with them?



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Workshop 3 – Culture and Strategy

- **Mission Statement**
 - ✓ Purpose, Benefits and communication
 - ✓ Writing for Meaning and Impact.
- **Company values, how to identify and communicate them**
 - ✓ Understanding your business
 - ✓ Values driving culture.
- **Vision and Purpose – why does your business exist**
 - ✓ Knowing your ultimate goal.
- **Strategy – Making it work for you**
 - ✓ Making it Happen
 - ✓ Strategy Tactics – Practical
 - ✓ Implementation and integration.

The purpose of this session is to understand how to build meaningful company values and drive the culture, behaviours and strategy.



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Workshop 4 – Building Your Team

❖ Performance Management

- ✓ What is it?
- ✓ How do you do it?

❖ Coaching

- ✓ What is coaching (and mentoring)?
- ✓ GROW and OSKAR models for leaders and managers
- ✓ When to use coaching to build and develop your team

❖ Motivation

- ✓ How are we motivated?
- ✓ How do you create the environment for strong performance?
- ✓ Using research from Dan Pink to identify improvements that cost nothing

The purpose of this session is to explore and identify how to get more from your people at little or no cost to you.



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Workshop 5 – Leading Change

❖ Change

- ✓ Enforced by external pressures, regulation, competition etc
- ✓ Self driven change, making it work and communicating it

❖ People and change

- ✓ Working with the Kubler-Ross change curve
- ✓ Reactions you and your team will have to change and how to manage them

❖ Process Change

- ✓ Discussing John Kotter's models for planning and implementing change
- ✓ Planning for change

The purpose of this session is to understand how to plan for making change work in your business and the consequential emotional reactions for you and your people.



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Workshop 6 – Delegate Choice

The final session is decided by the group

Suggestions include;

- ✓ Summary of actions taken and not taken
- ✓ Support for what got in the way
- ✓ Practice of tools and techniques
- ✓ Presentation on a change
- ✓ Q&A about previous workshops
- ✓ New topic e.g. Growth Mindset or Psychological Safety

