

# Efficiency North – EN:Lighten Programme

Coaching Led Environment 2

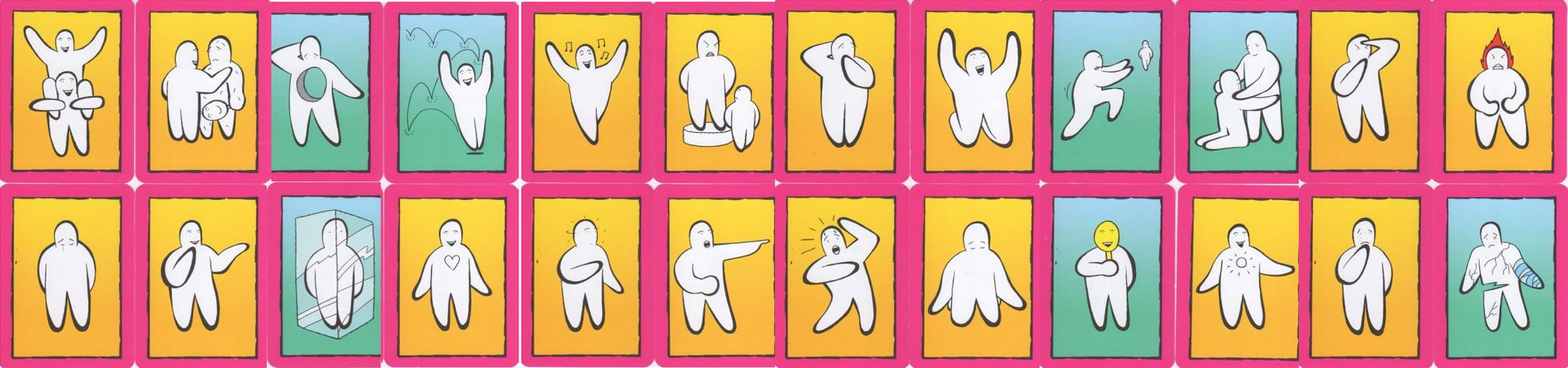
3<sup>rd</sup> & 4<sup>th</sup> Jun or 13<sup>th</sup> & 14<sup>th</sup> Jun



# Day 2



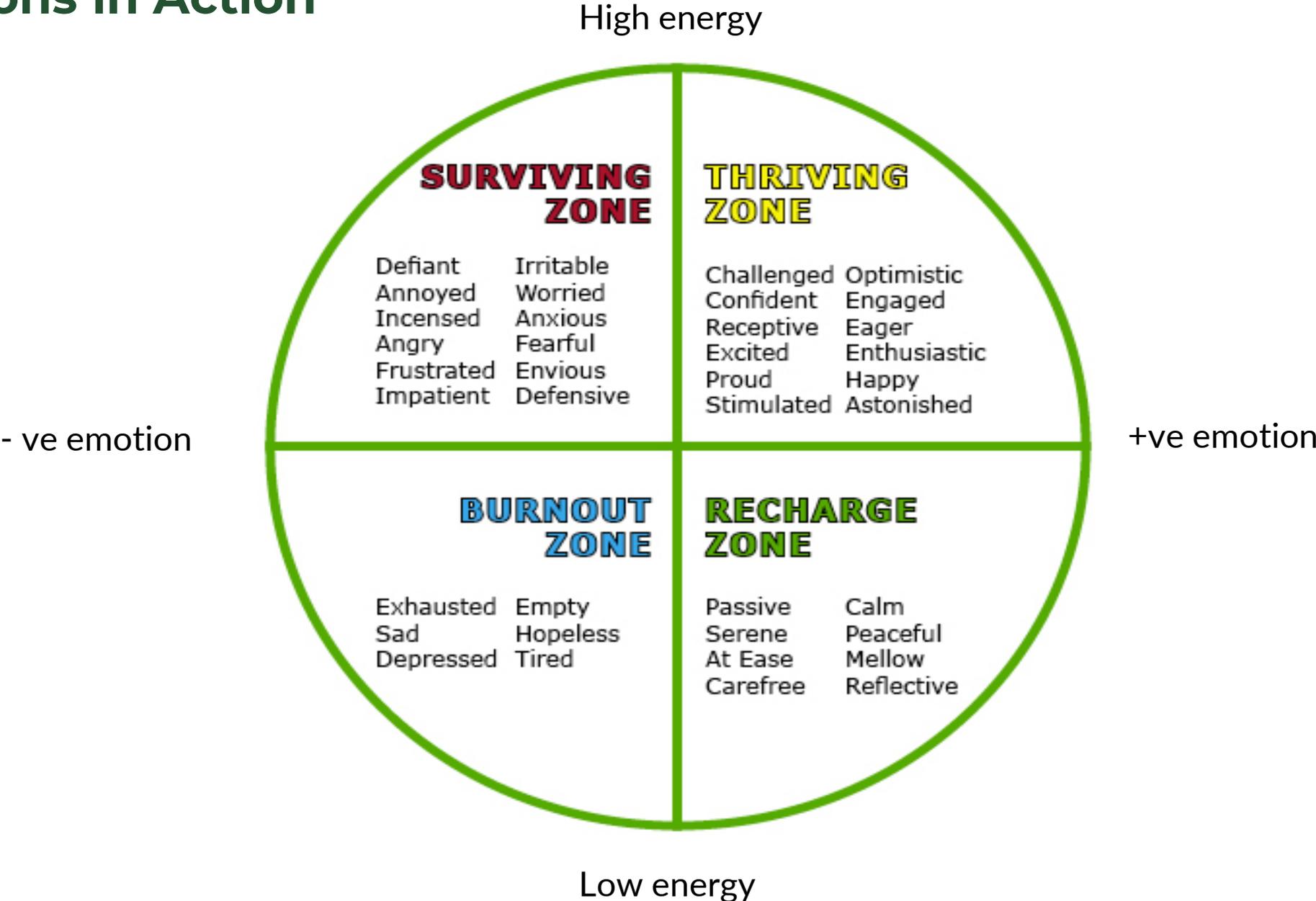
# Checking in



A. B. C. D. E. F. G. H. I. J. K. L. M. N.

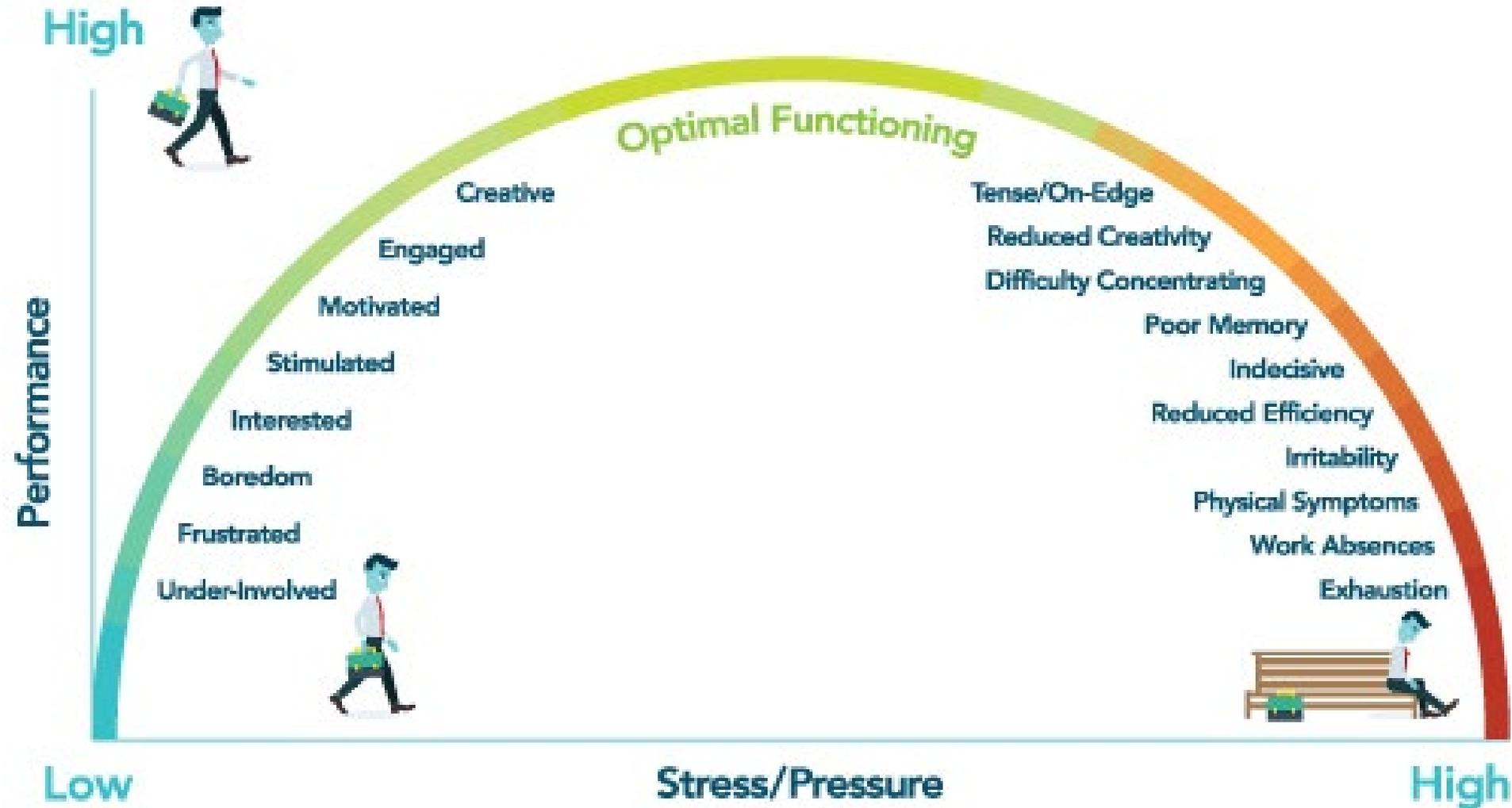


# Emotions in Action

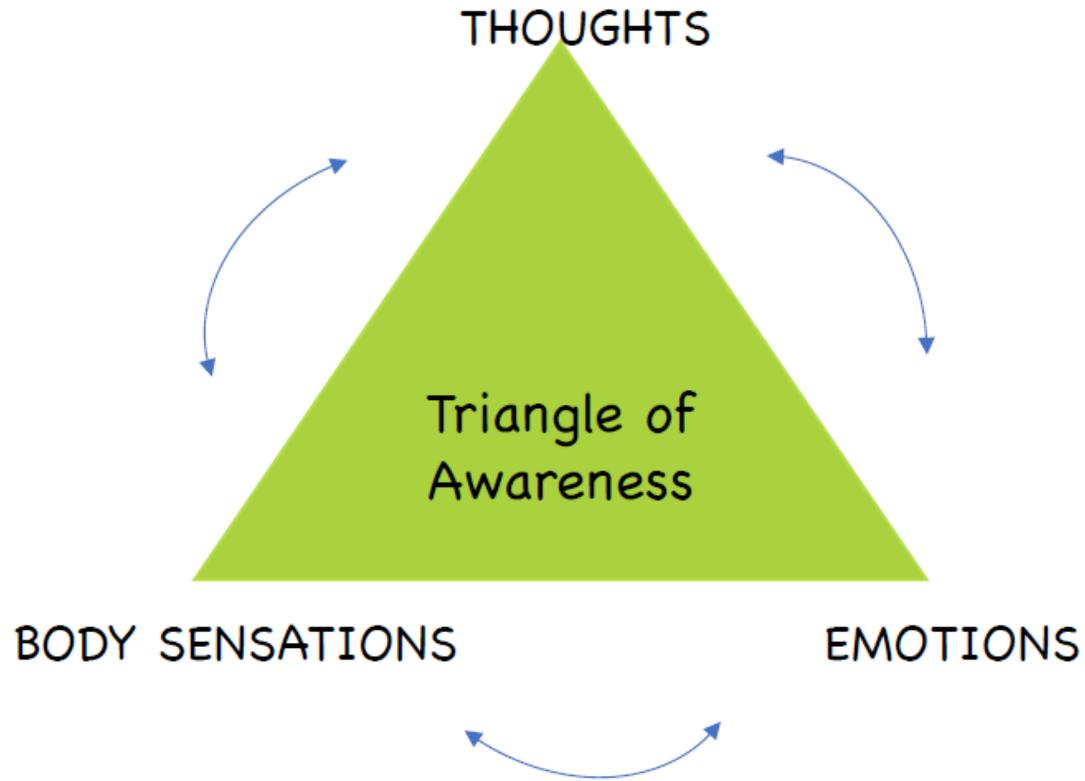


# The Link to Performance

The Yerkes-Dodson Law



# Mindfulness



**PAUSE**  
What is here now; physical sensations, thoughts and emotions?

**BREATHE**  
Just being with the breath and body

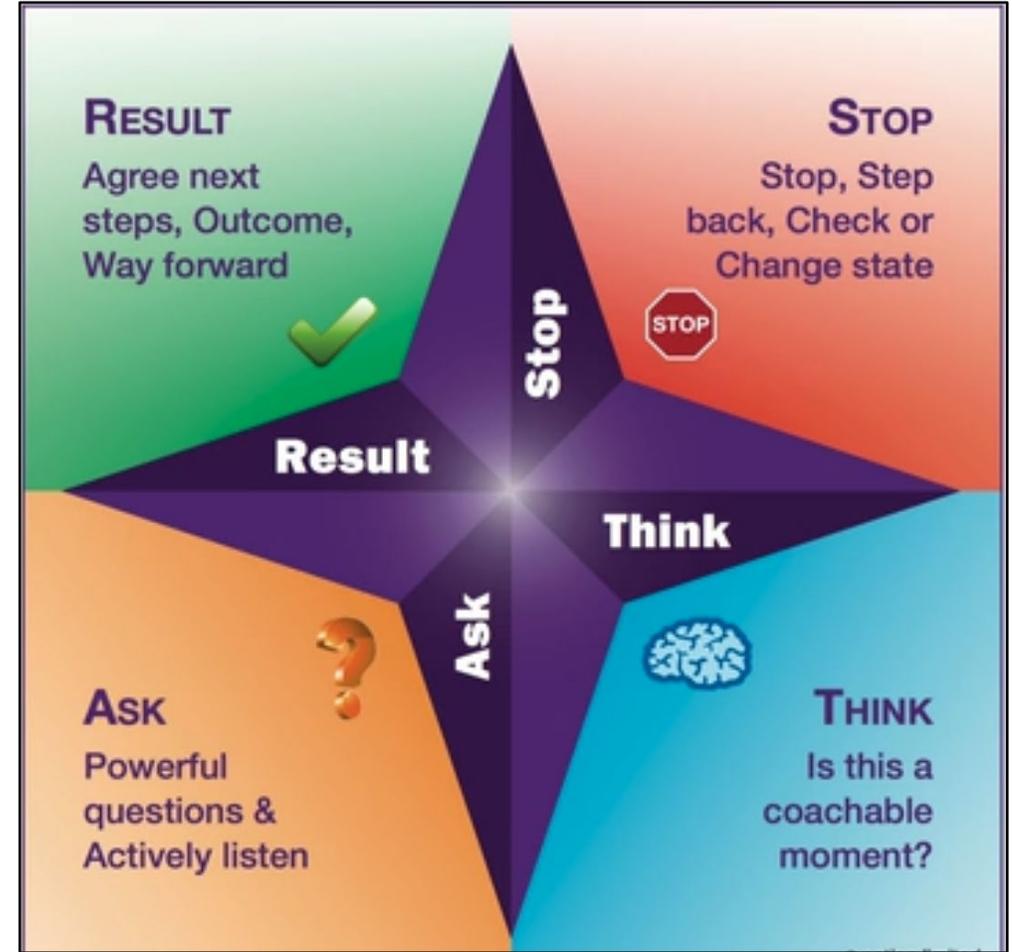
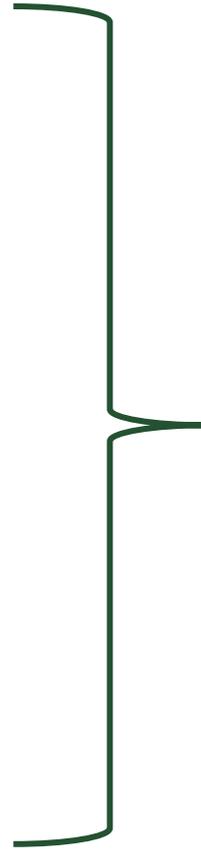
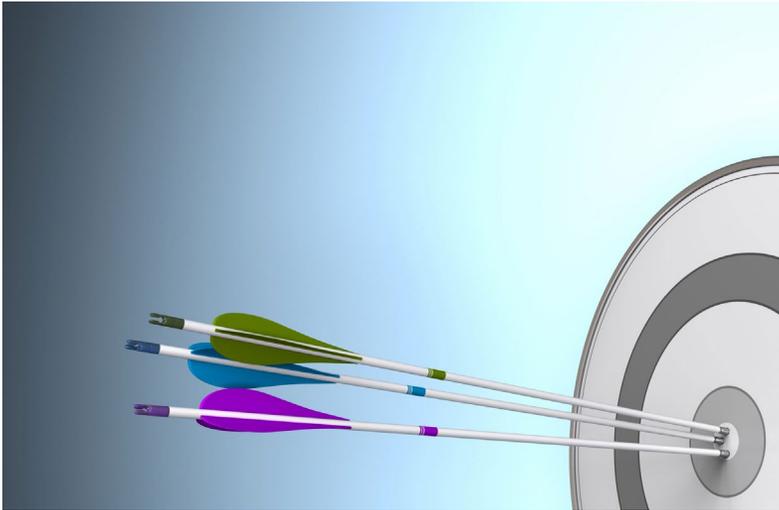
**CARRY ON**  
Responding with awareness and kindness

[www.thrivinglife.eu](http://www.thrivinglife.eu)

Thrivng Life 

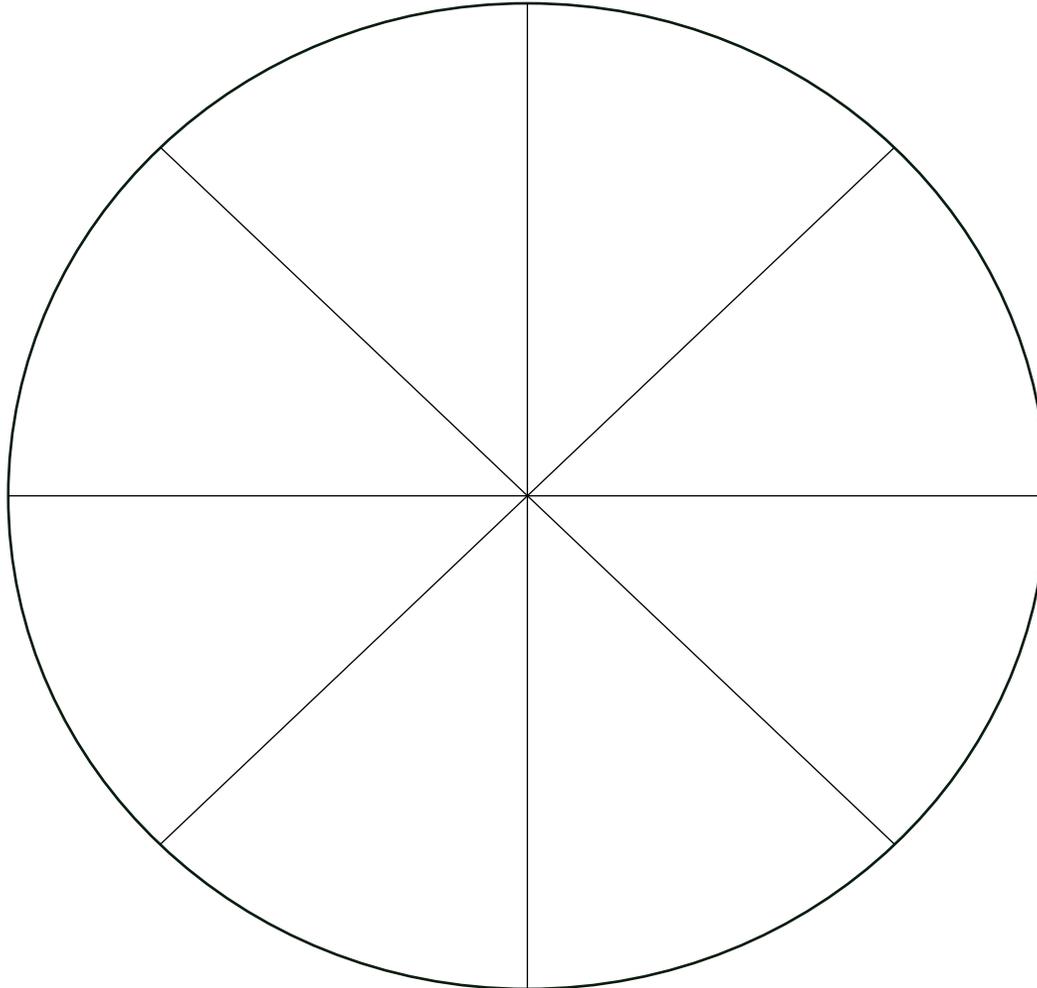


# RESULTS



# Identifying Goals

## The Wheel of Anything



A valuable tool to explore what is happening in your life. The sections represent the things that are of importance to you and the aim is for them to be in balance.

There can be any number of sections and any subject eg; work competencies, leadership skills, coaching competencies or life issues (eg health, family, environment etc)

1. Draw your wheel and label the different parts
2. Rate your level of satisfaction
3. Reflect on your findings



***‘Visualising your dreams and doing nothing about them is like setting the sat-nav in your car but refusing to turn the engine on. The law of attractions is nothing without the law of action’***

**Steven Bartlett**



# Importance of goal setting

- Gives you focus – short term and long term
- Gives you motivation
- Overcomes procrastination + manages time
- Allows you to measure progress
- Helps build resilience by pacing yourself
- Helps manage work/ life balance



## Having Goals

- Longer term goals that are a result of being on track day to day and week to week.
  - *I want a new car*
  - *I want an active holiday*
  - *I want an office with a view*

## Doing Goals

- Goals that relate to your personal performance or chosen activities.
  - *To go running twice a week*
  - *To deliver inspiring presentations*
  - *To keep spending within the budget*

## Being Goals

- Goals that define the way you want to be at work and live your life.
  - *To be a confident person at work*
  - *To be a relaxed parent at home*
  - *To be an inspiring leader*



# SMART Goals



Specific	Measurable	Attractive	Realistic	Time-Framed
Focus on clearly defined activity that will take you out of your comfort zone. If broad, break it down and be more precise	Think about how you will measure your progress and achievements. Look at your goal from all angles to consider its impact more broadly eg on those around you	Its might sound obvious but its important to focus on goals that you actually want to achieve. Without a drive to succeed or an emotional connection, the chances of success are slim.	Set goals that you can realistically achieve in your chosen time frame. Goals should be stretching and ambitious but you don't want to set the bar too high and set yourself up for failure.	Every goal needs a clear deadline, whether it is short or long term. One that is realistic but will also keep you motivated to achieve it.
<b>Ask Yourself:</b>	<b>Ask Yourself:</b>	<b>Ask Yourself:</b>	<b>Ask Yourself:</b>	<b>Ask Yourself:</b>
Would this make sense to someone hearing it for the first time? Will achieving it really help me grow?	How would I evidence my success? What would be different? What would others see?	How much do I really want this? If the answer is 'not that much' what would make you want it more? Or consider a different goal.	Is this something I can really achieve with all the time and resources I have available? If the answer is 'no', either review your deadline or break down your goal into smaller chunks.	When to I want to need to have achieved this by? Can I make that happen within my timeframe? What needs to happen or be in place for me to achieve it by then?



# Examples of some goals

Long term / short term / work / personal.....

I want:

- ✓ To create a high performing team
- ✓ To gain recognition for my work / my team's work
- ✓ To be able to run 5K in 30 minutes
- ✓ To be able to have time to be able to plan my work
- ✓ To be able to delegate well
- ✓ To move house
- ✓ To be able to make an increased impact at meetings
- ✓ To be able to communicate more effectively
- ✓ To create time to think
- ✓ To not have to work late in the evenings - to create a healthy work-life balance

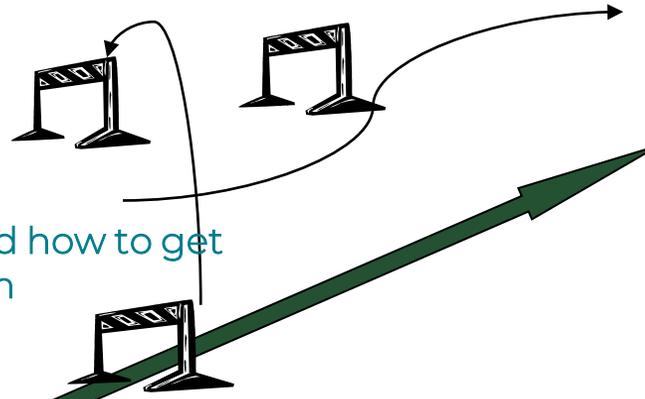


# Creating successful outcomes

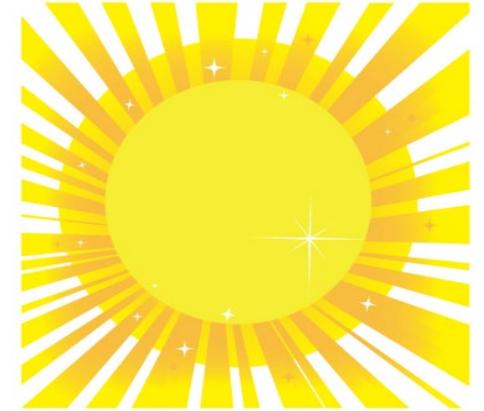
4. What resources or support do I need?



3. Potential barriers and how to get over or round them



2. What we do want  
See, hear, feel?



5. What are my FIRST steps!!!



1. Where we are  
What we don't want!

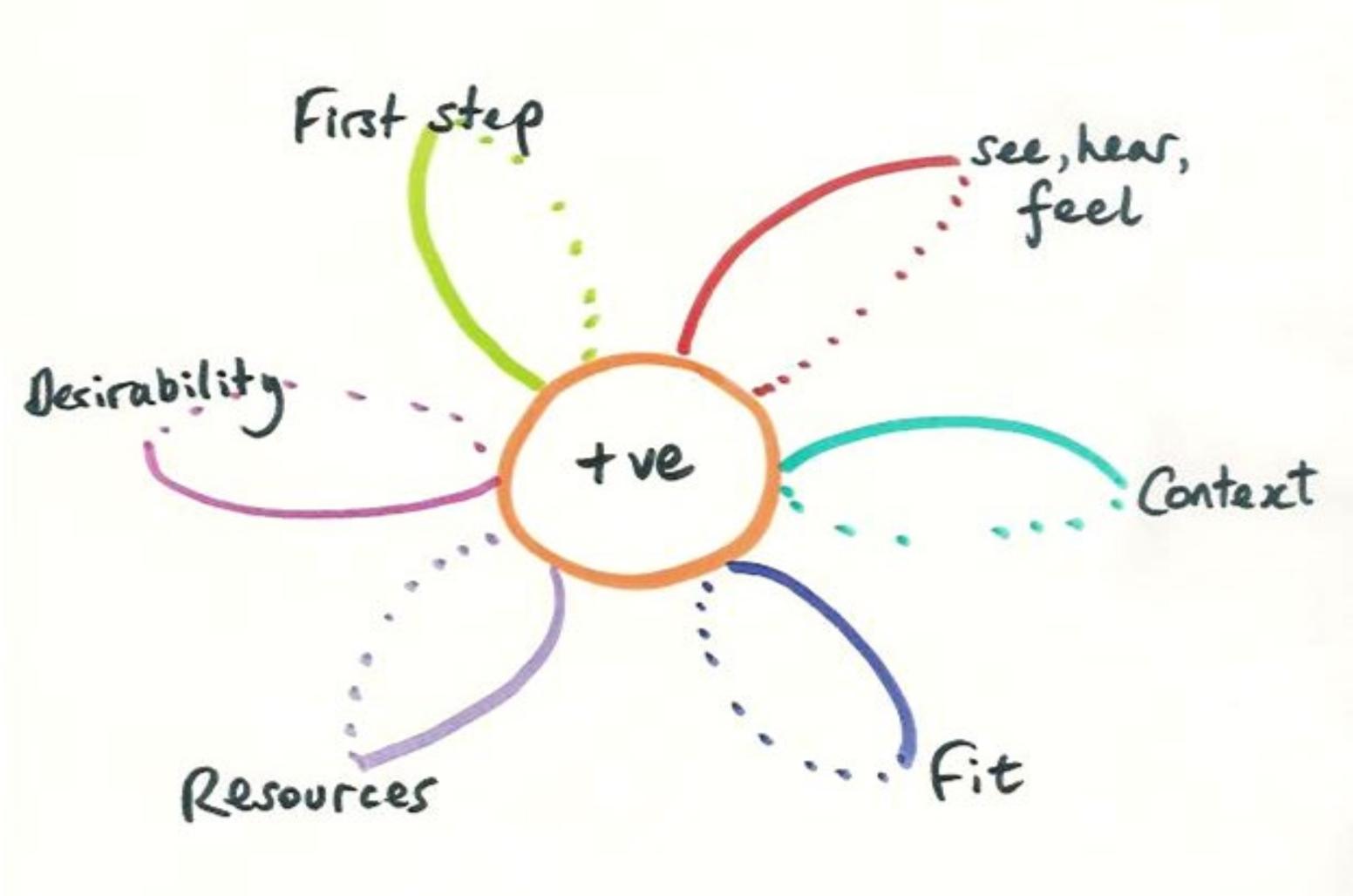


'A journey of 1000 miles begins with a single step'  
Chinese Proverb



# Activity

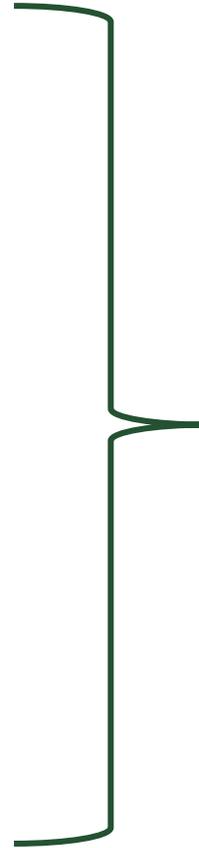
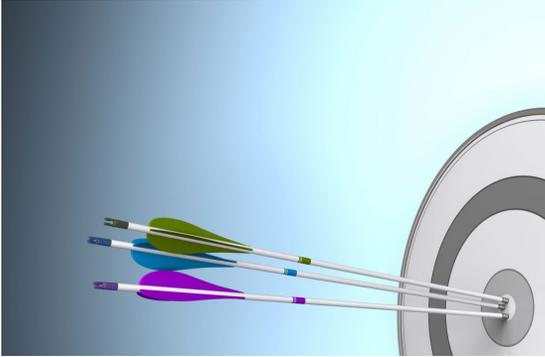
Developing your 'well-formed outcome'



Break



# Coaching Practice



# Coaching Models

All questioning models are a variation on the same theme:

Where are you now?



Where do you want to be?



What's stopping you?



What do you need to do to get there?

## OSCAR Coaching Model

OSCAR Coaching Model

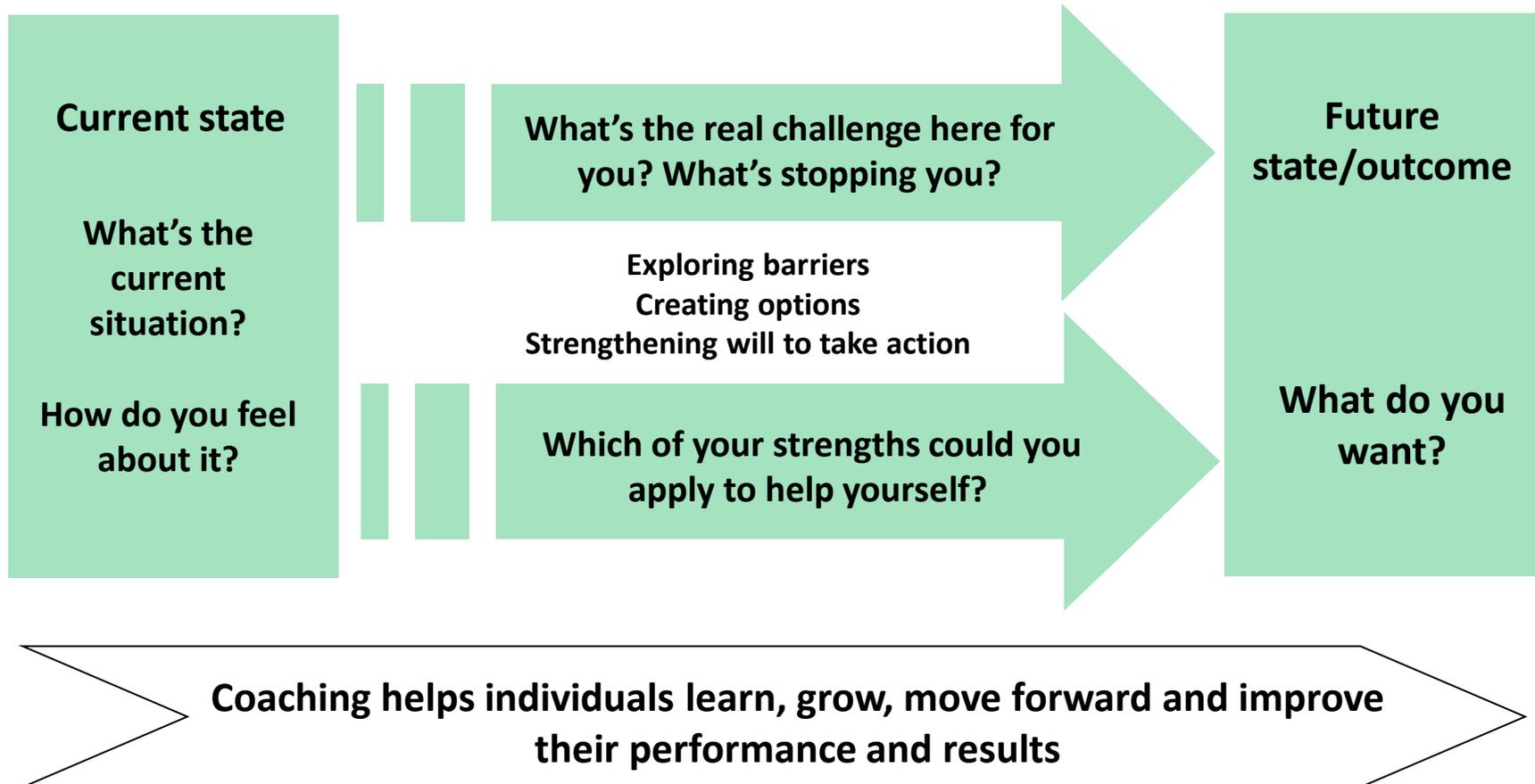


## The GROW Model

## CLEAR Coaching Model



# The Coaching Space



A coaching conversation is about helping someone move forward and is essentially made up of these questions and exploration of their answers



# 10 great coaching questions

1. What do you want to achieve? What will be the long-term result of achieving this ?
2. What's important about that outcome / goal? Why is it important now?
3. When you achieve this, what will be the benefit for you?
4. What's the real challenge here for you? / What have you already tried?
5. What resources are you going to need and where would you get these resources from?
6. What could get in the way and how will you overcome that?
7. What support do you need and where will you get that from?
8. If someone else you know was facing this issue, what would you tell them to do?
9. What are your options? Which one(s) will you choose?
10. What first step will you take and when will you take it?





# Coaching Practice: Pairs

Choose a real issue that is challenging you at work (or outside work)

1. A coaches B for 20 mins (set timer)
2. Feedback to partner 10 mins:

A assesses own coaching: what I did well; what I can do differently

B gives A feedback from coachee point of view: what worked well for me, what I would have liked more of.

30 mins for each round – 20 mins coach & 10 mins debrief  
2 rotations

We will stop after round 1 for full group check-in

# Coaching Reflections

Spend a few moments on you own now writing in your notebook to reflect on the learning you have gained:

From the experience of coaching:

- What went well and what could you have done differently: eg Your questioning approach / style / advice triggers / self-talk etc

From your experience of being coached

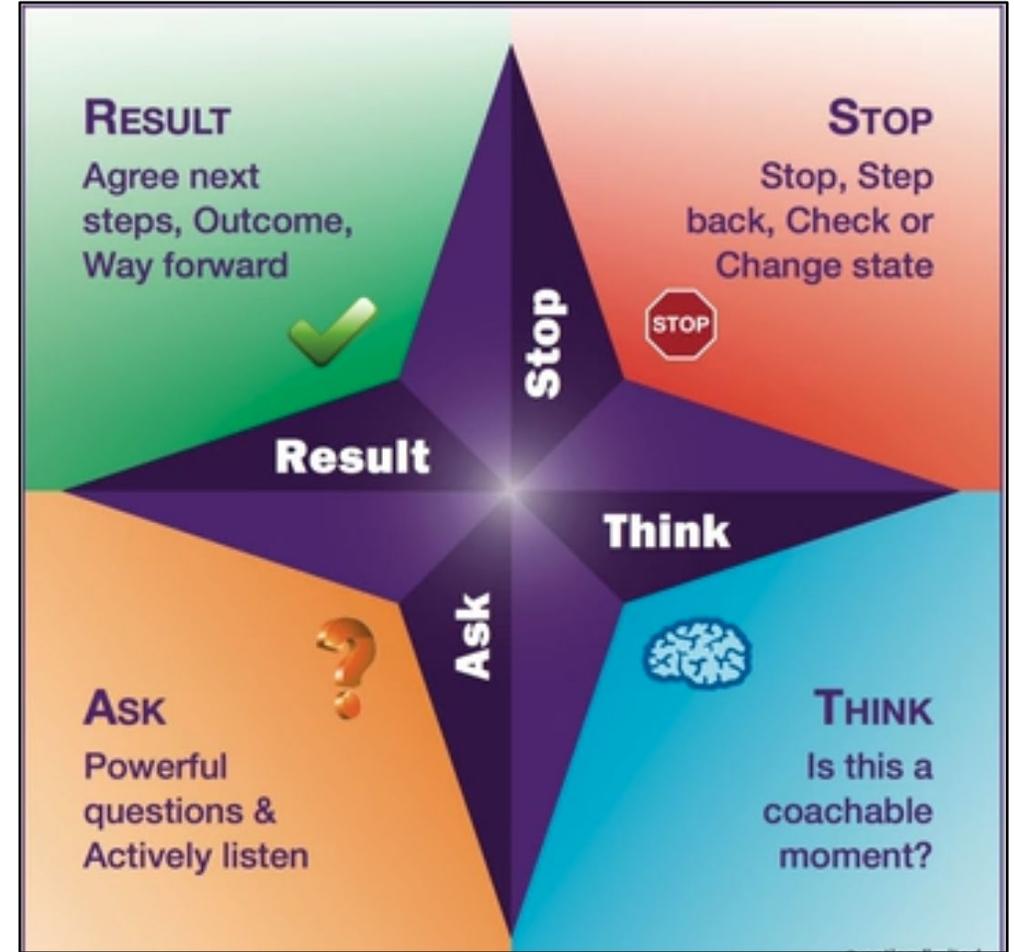
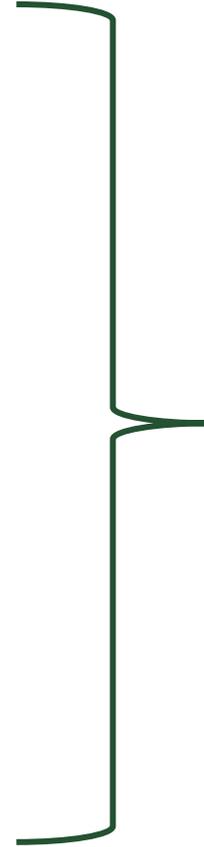
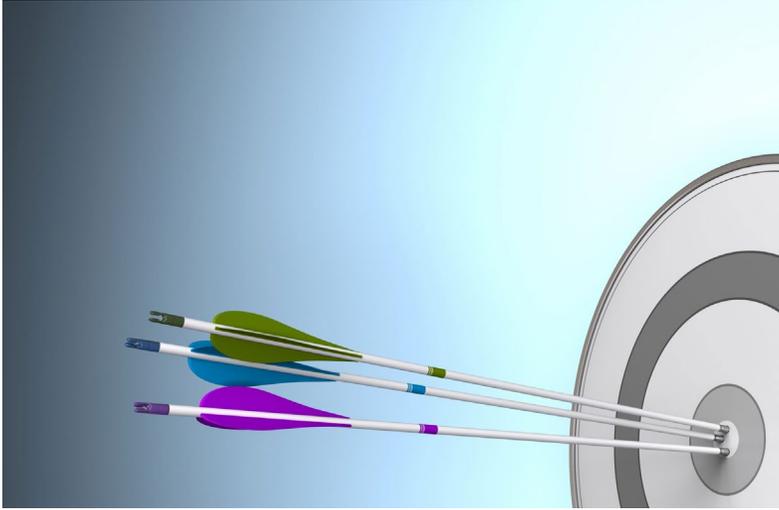
- How did it enable and support your thinking, your awareness and perspective around the issue, your ideas.
- Note any actions that you now feel motivated to undertake in relation to that issue





Lunch

# RESULTS - Individual





# Effective Communication

Using the SDI to improve communication effectiveness at work

Consider...

## Body Language

*Facial – Hands – Stance*

## Intonation

*Speed – Volume - Emphasis*

## Word Choice

*Should vs Could etc*

## Environment/Ambiance

*Demeanour - Mood*

(MVS Colour)

*Effective  
Communication  
(Do's)*

*Ineffective  
Communication  
(Don'ts)*

## Review Guidelines

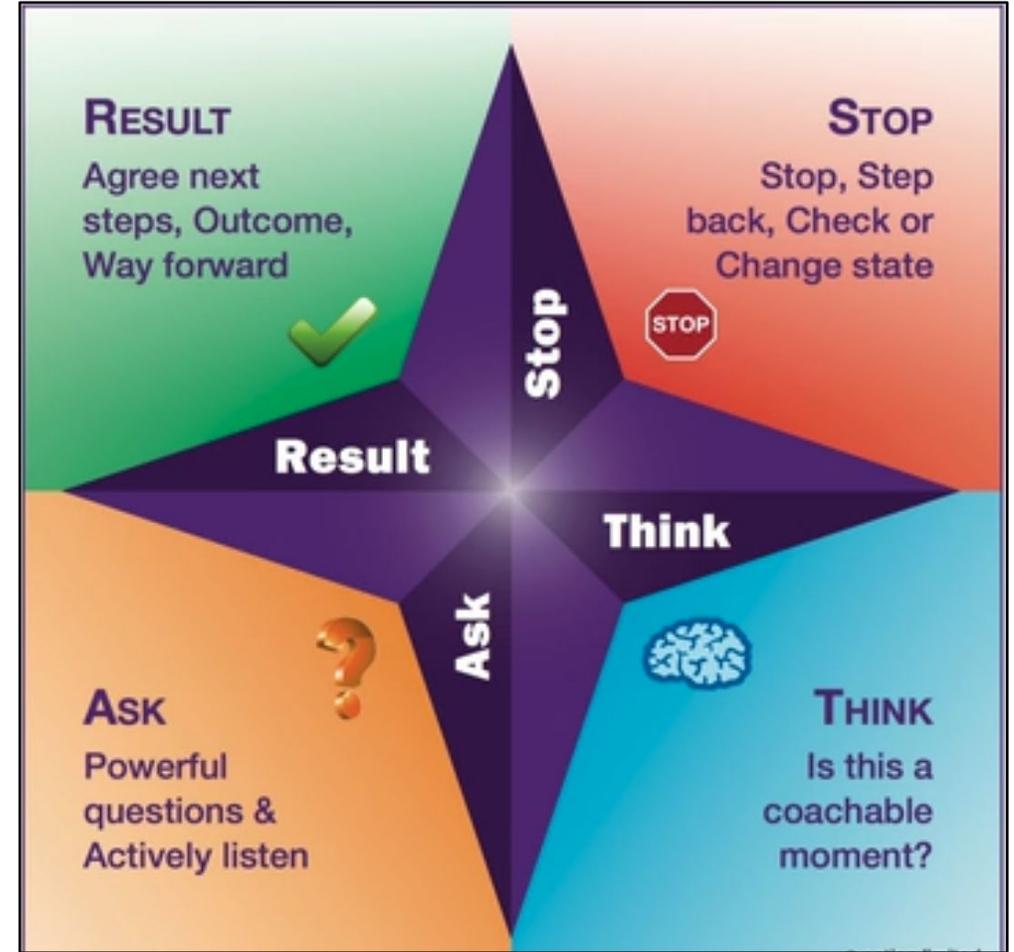
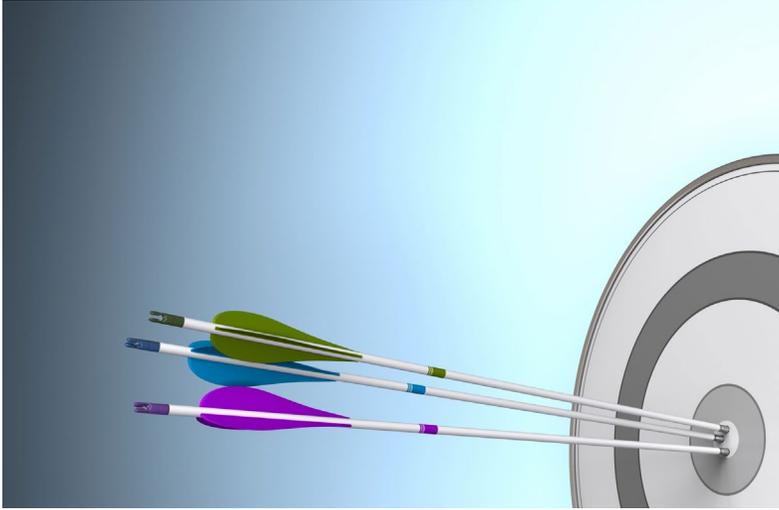
✓ = Strongly agree

Disagree or Question

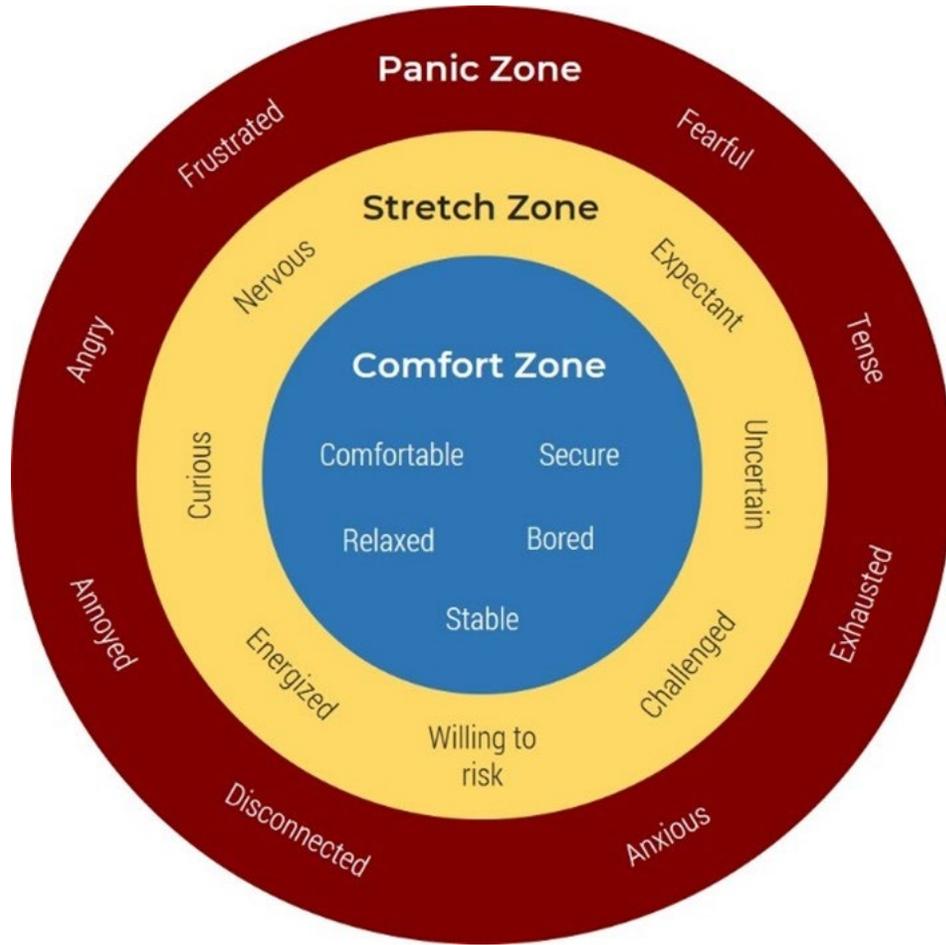
Add Information



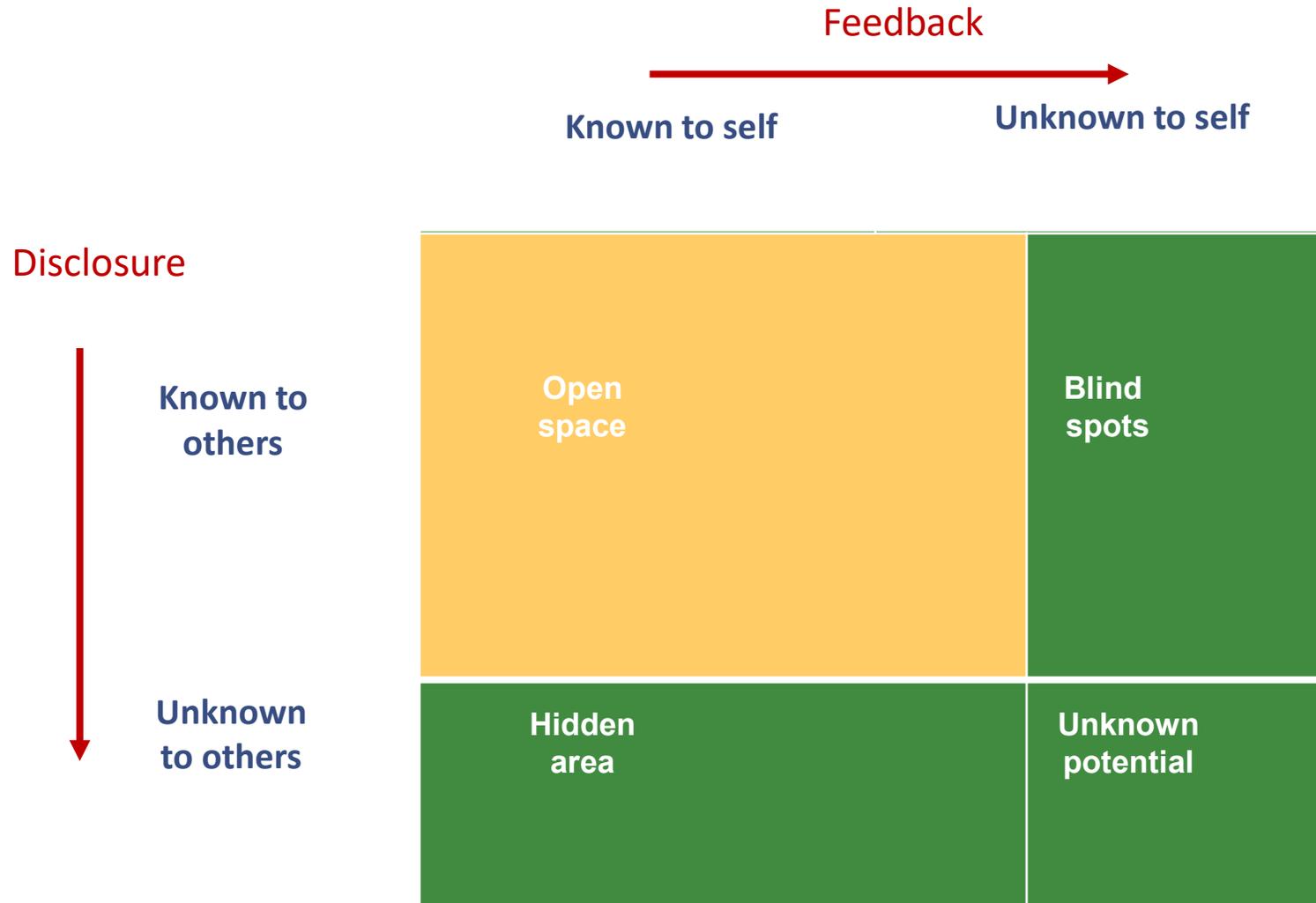
# RESULTS - Individual



# Stretch for Growth

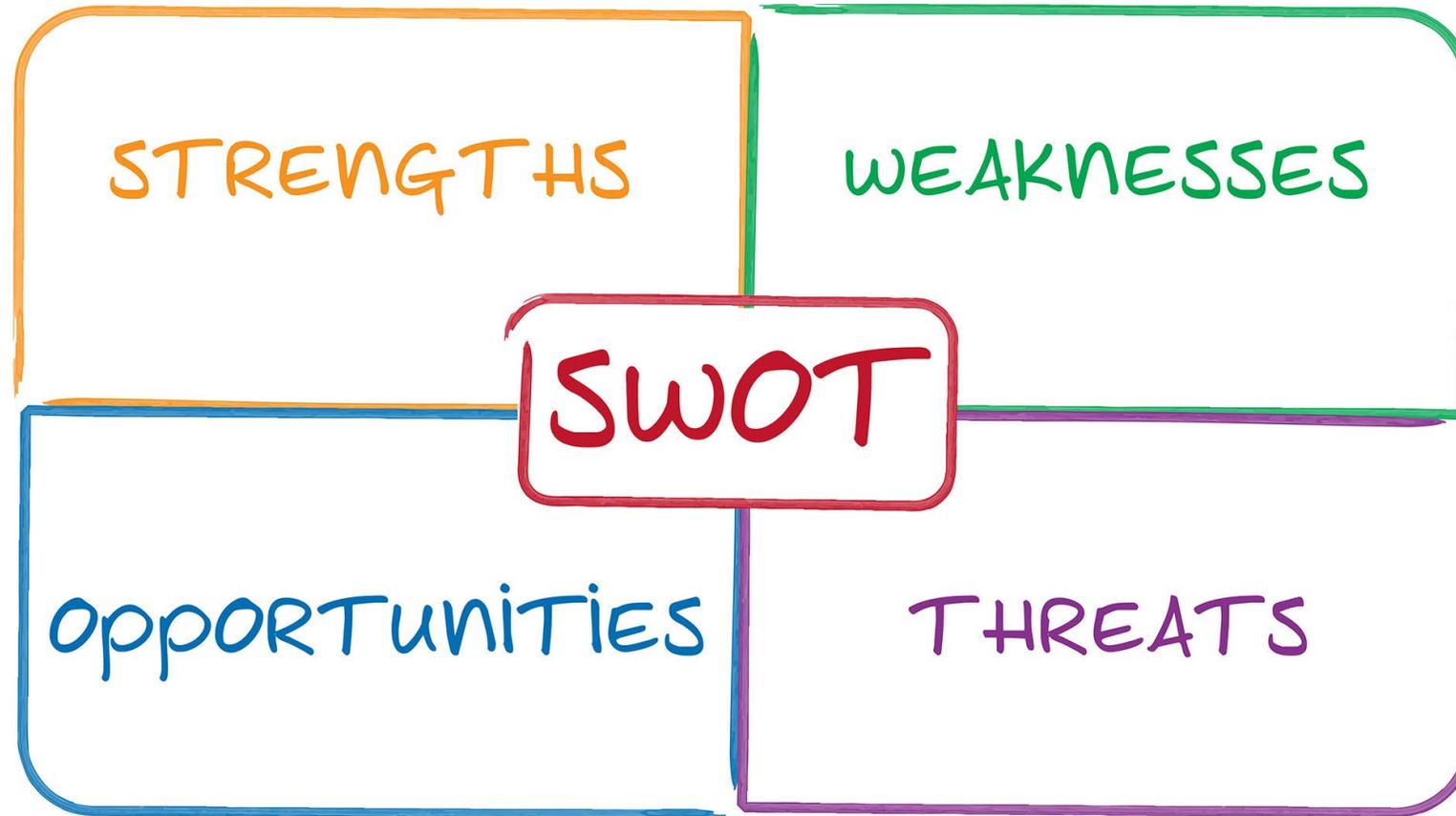


# Johari window



*Adapted from the work Joseph Luft and Harry Ingram*

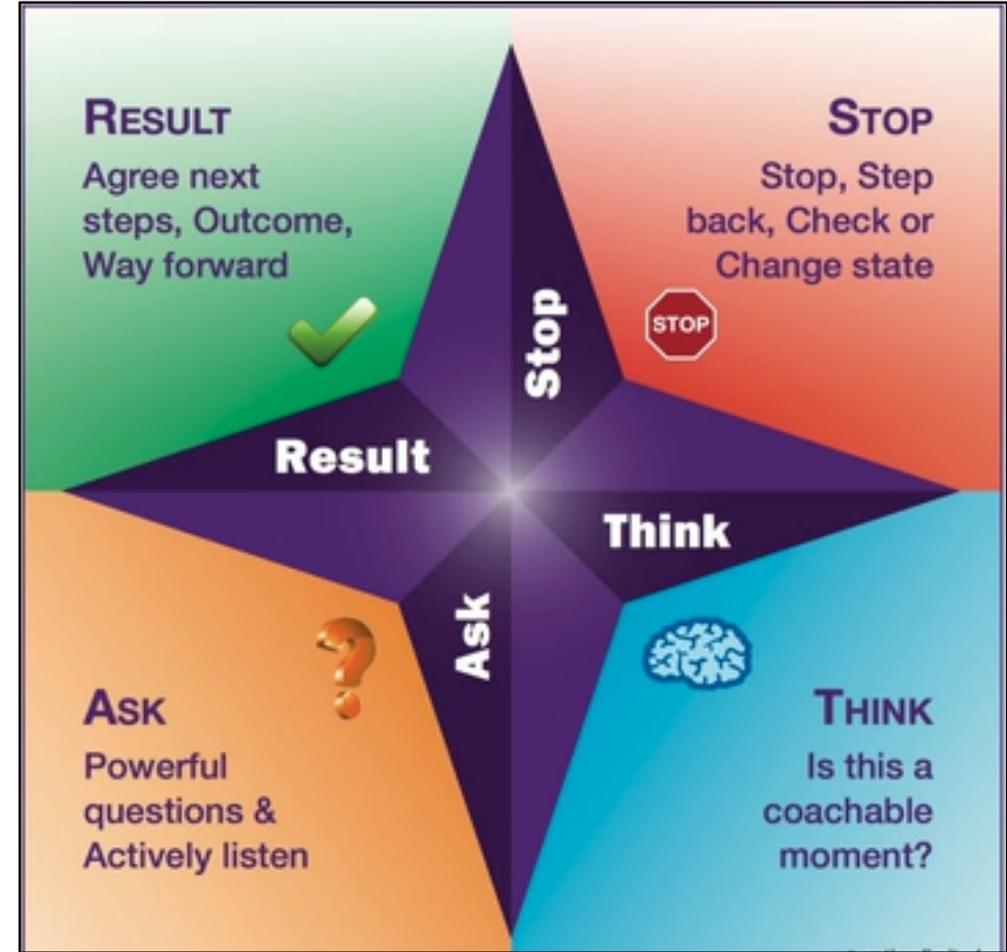
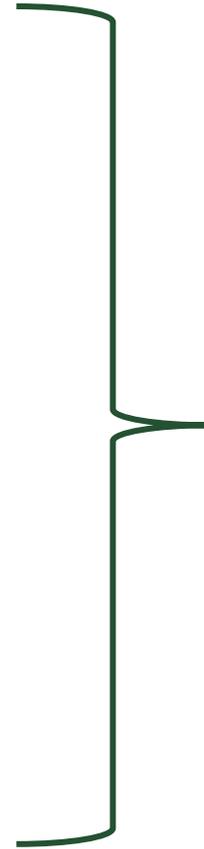
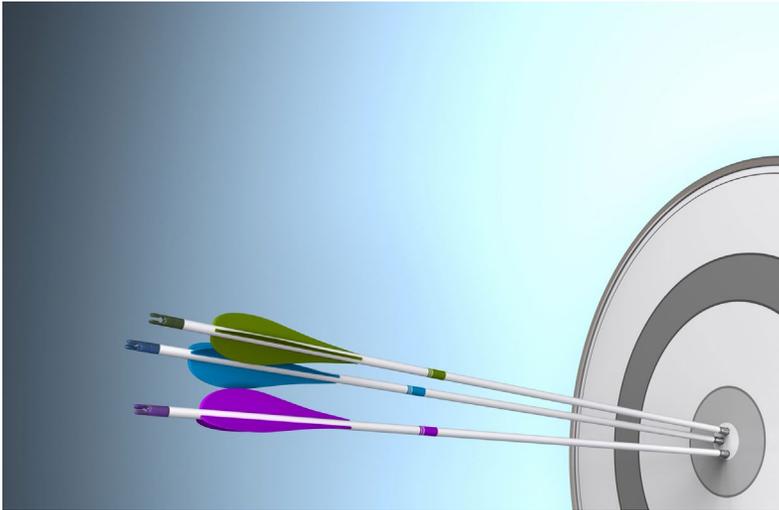
# Personal SWOT



Break



# RESULTS - Collective



# Collective Brilliance: Taking the learning forward for your teams and for EN

Brainstorm – what can we now step up to?  
From our collective learning, what ideas do you now have for change / improving efficacy / ways of working?

Team

## Collective Brilliance 6 Questions

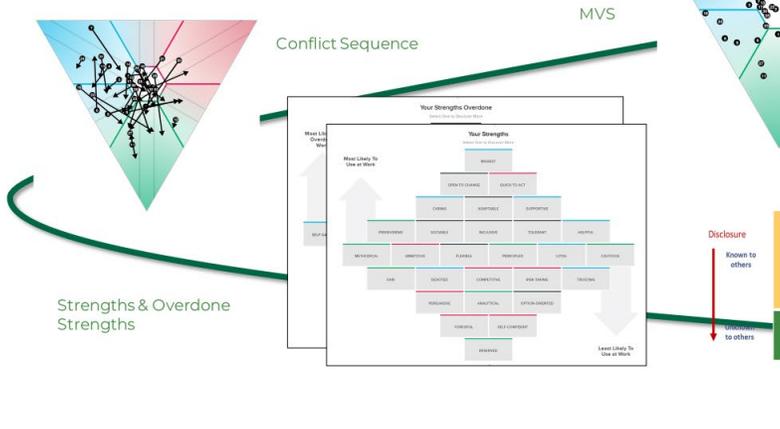
1. What's the idea or problem to be solved?
2. What's important about that right now?
3. What difference will it make?
4. Who needs to be involved?
5. What might get in the way and how will we get round that?
6. What's our first step?

Organisation

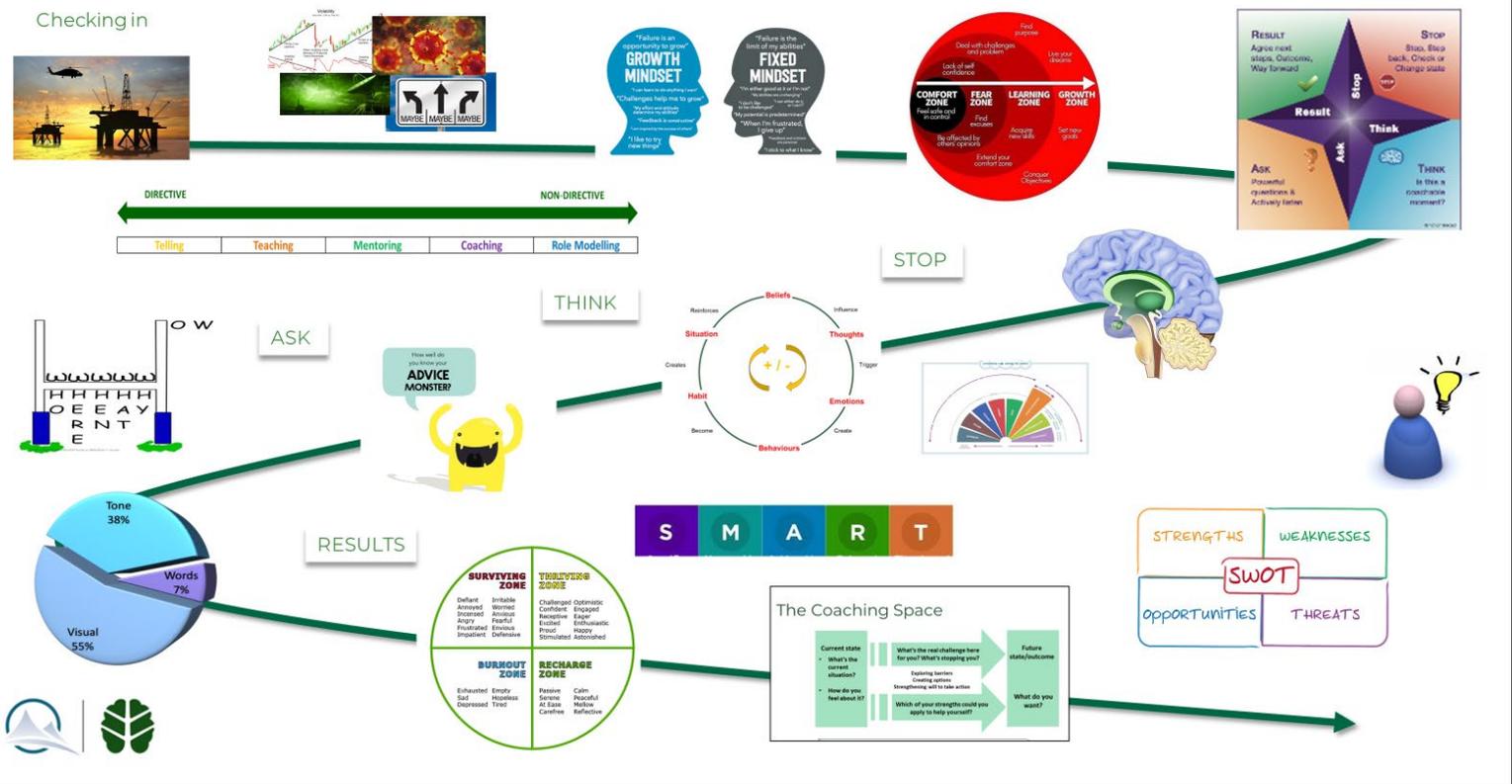


# CLE: Pulling it all together

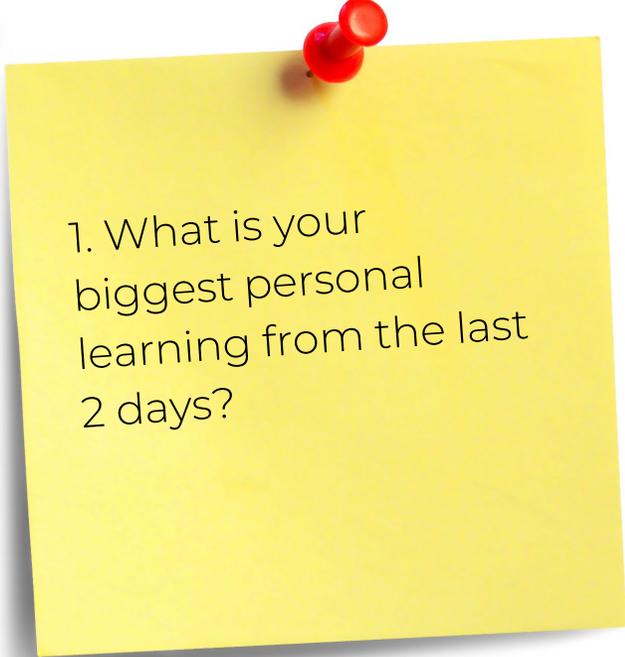
## Coaching-Led Environment 1 – Relationship Intelligence



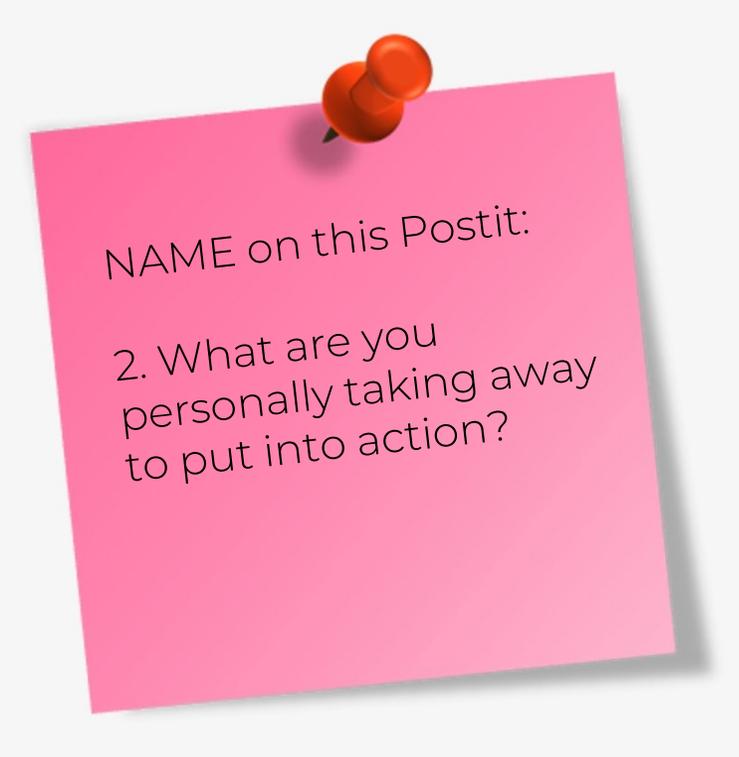
## Coaching-Led Environment 2 – Creating the Environment for Growth



# Check out: 3 post-its: Learning & Commitments



1. What is your biggest personal learning from the last 2 days?



NAME on this Postit:  
2. What are you personally taking away to put into action?



# Ending with appreciations



- Take a label with a name
- Write an appreciation to them on the label
- Select a chocolate for that person and tie the label to it
- One at a time - give them the gift and read out your appreciation

