



Steve Blades
Coaching

EXECUTIVE COACHING,
TEAM AND LEADERSHIP
DEVELOPMENT

Steve Blades

GP and Executive Coach

STEVE BLADES COACHING

PROGRAMME FEBRUARY – JULY 2009

Introduction

Welcome to this programme of half day and full day workshops. I have an unusual combination of many years experience as a GP and formal training as an executive coach. I hope that you will find something of interest in this programme aimed at Practice Managers, GPs, practice nurses and team leaders. The workshops will help you to explore these questions and many other issues

- *Do you wish you had more time?*
 - *Do you want to be more efficient at work?*
 - *Do you know that you should delegate more?*
 - *Does delegating make you anxious?*
 - *Is your team motivated?*
 - *How do you influence people and make things happen?*
 - *How do you negotiate without winners and losers?*
 - *How do you make meetings effective?*
 - *How do you make change happen?*
 - *How do you deal with constant changes?*
 - *How do you respond to imposed change?*
 - *How do you make the most of appraisal?*
- What is coaching and how might I use it at work?*
- How do I develop leadership skills?*

Individual and Team Coaching

If you would like more information about one to one coaching or team coaching including facilitated time out sessions for practices please visit my website

www.stevebladescoaching.co.uk

If you have any questions please contact me

steve@stevebladescoaching.co.uk

07764196398

Target Audience

Practice Managers, GPs, nurses within primary care and other senior staff such as team leaders.

All workshops are run with no more than 15 participants and are aimed at addressing practical issues within primary care.

Please contact me if you would like me to run one of these workshops in your practice rather than attend one of these dates.

Cost and Booking

Half day workshops cost £60 per person

Full day workshops cost £135 per person including lunch

To reserve a place please use the booking form in this prospectus or from the website www.stevebladescoaching.co.uk

Venues

I have chosen a range of venues which are accessible with good parking.

Quadrus Centre, Boldon Business Park.

Marie Curie Centre, Elswick, Newcastle Upon Tyne

St Oswald's Hospice, Gosforth, Newcastle Upon Tyne

Directions will be sent to all course participants

Further Information

For further information please contact Steve on 07764196398 or steve@stevebladescoaching.co.uk

TIME MANAGEMENT

Thursday 26 th February	9.00-12.30	Marie Curie Centre
Wednesday 4 th March	9.00-12.30	Quadrus Centre, Boldon
Tuesday 12 th May	1.30-5.00	Marie Curie Centre

DELEGATION

Thursday 26 th February	1.30-5.00	Marie Curie Centre
Wednesday 4 th March	1.30-5.00	Quadrus Centre, Boldon
Thursday 30 th April	1.30-5.00	Quadrus Centre, Boldon
Thursday 9 th July	9.00-12.30	St Oswald's Hospice

INFLUENCING SKILLS AND NEGOTIATION

Tuesday 17 th March	9.00-12.30	Marie Curie Centre
Thursday 21 st May	1.30-5.00	Quadrus Centre, Boldon
Wednesday 1 st July	1.30-5.00	St Oswald's Hospice

CHANGE MANAGEMENT

Tuesday 17 th March	1.30-5.00	Marie Curie Centre
Thursday 21 st May	9.00-12.30	Quadrus Centre, Boldon
Wednesday 1 st July	9.00-12.30	St Oswald's Hospice

APPRAISAL SKILLS FOR PRIMARY CARE

Thursday 30 th April	9.00-12.30	Quadrus Centre, Boldon
Tuesday 12 th May	9.00-12.30	Marie Curie Centre
Thursday 9 th July	1.30-5.00	St Oswald's Hospice

COACHING SKILLS

Wed 11 th March (non clinicians)	9.00-4.30	Marie Curie Centre
Wed 1 st April (clinicians)	9.00-4.30	Marie Curie Centre
Wednesday 17 th June (clinicians)	9.00-4.30	Quadrus Centre
Thursday 25 th June (non clinicians)	9.00-4.30	Quadrus Centre

LEADERSHIP IN PRIMARY CARE

Wednesday 6 th May	9.00-4.30	Quadrus Centre, Boldon
Thursday 4 th June	9.00-4.30	Marie Curie Centre

ACTION LEARNING FOR PRACTICE MANAGERS

“Great fun and amazed at how much I learnt”

“Practical solutions to my problems reached”

“Good to discuss problems confidentially”

This is some of the feedback from members of an action learning set I have facilitated recently.

An action learning set is a group of 6-8 people who meet on a regular basis to support each other in dealing with real life problems. You are invited to join an action learning set for practice managers which will give you an outstanding opportunity for self development in a group of peers. However long you have been in the role I am certain you will learn from being a member or one of these learning sets. The group will meet 4 times and it is important that participants commit to attending at least 3 meetings.

Meetings will be held at Marie Curie Centre

Set 1 – Mondays 9.15-12.15

2nd March

30th March

27th April

1st June

Set 2 – Fridays 9.15-12.15

20th March

1st May

5th June

3rd July

Cost - £160 for the series of 4 meetings

Please contact me for further information.

TIME MANAGEMENT

- *Do you wish you had more time?*
- *Do you want to improve your work-life balance*
- *Do you want to be more efficient at work?*

Many people struggle to fit everything into their hectic lives and yet others seem to keep on top of huge workloads with relative ease.

During this half day workshop you will

- Learn about principles of time management
- Identify how you can improve your work-life balance
- Identify your roles in life and set practical personal goals
- Recognise how you can be more efficient
- Reduce procrastination
- Identify what you can delegate and dump

DELEGATION

- *Do you know that you should delegate more?*
- *Does delegating make you anxious?*
- *Is your team motivated?*

Effective delegation is a challenge for many clinicians and managers. The phrase “I’m not very good at delegating” is frequently used.

During this half day workshop you will

- Learn about the benefits of delegation
- Explore excuses for not delegating
- Identify what to delegate
- Learn how to delegate effectively
- Learn about the principles of situational leadership and how this is applied to delegation
- Learn about how to motivate individuals and teams

INFLUENCING SKILLS AND NEGOTIATION

- ***How do you influence people and make things happen?***
 - ***How do you negotiate without winners and losers?***
 - ***How do you make meetings effective?***

The ability to influence a situation positively is a vital skill. Managing people involves negotiation and hitting the balance of being assertive without being either aggressive or passive.

During this half day workshop you will

- Learn about assertiveness and how to express yourself clearly and directly in a non aggressive way
- Learn skills which will enable you to exert more influence in work and other settings
- Learn how to run effective meetings and influence meetings positively
- Discover how to negotiate over principles not positions

CHANGE MANAGEMENT

- ***How do you make change happen?***
- ***How do you deal with constant changes?***
- ***How do you respond to imposed change?***

Change is constant in the modern NHS and dealing positively with change helps individuals and organisations to adapt and remain vibrant and successful.

During this half day workshop you will

- Learn about what drives change
- Understand more about how you and others respond to change
- Learn about factors that support change
- Learn about stages of change
- Be introduced to some tools to support change

APPRAISAL SKILLS FOR PRIMARY CARE

- ***Are you an appraiser? When was the last time you attended training or an update?***
- ***Have you become complacent or frustrated with your current system and would like to achieve more?***

Many managers and doctors will say “Our staff are our greatest resource”. As part of the Quality and Outcomes Framework all staff should have an annual appraisal but all too often it can seem like a meaningless chore.

By the end of this half day workshop you will have the knowledge and skills to

- Improve or establish an effective appraisal system
- Carry out appraisal interviews that benefit the practice and the team member
- Produce personal objectives and training plans

COACHING SKILLS

***What is coaching?
How might I use it at work?***

Coaching is a widely used skill in many organisations. Coaching skills can be very useful in a number of settings including

- To support the development of colleagues – clinical and non clinical
- Within appraisal
- Within consultations
- Within educational roles

During this full day workshop you will

- Learn about the nature of coaching
- Develop key coaching skills
- Learn to use a simple coaching framework

LEADERSHIP IN PRIMARY CARE

***Leadership is vital to the NHS
We need leaders at every level***

Leadership is often described as vital within modern healthcare but what do we mean by leadership? Do we all have leadership skills? This workshop is for those in primary care who want to learn more about these questions.

During this full day workshop you will

- Be introduced to theories of leadership
- Identify the key skills of leaders
- Learn more about your personal attributes as a leader
- Be introduced to some tools and techniques to improve your effectiveness as a leader
- Learn about leading teams and leading amongst equals