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[Course Overview](#)

[Course Quiz](#)

[Reviews](#)

[Contact Us](#)

[Book Online](#)



Corporate Coach Group

Training that transforms



Training Proposal

Personal Development Training



A training plan for your organisation

What is the purpose of the training?

The purpose of the training is to initiate a *process of rapid improvement* by means of achieving a *shared understanding* of the correct principles of personal effectiveness.

What is the reason for the training?

On this personal development course, you will learn about the Six Major Skills: Goals setting, clear communication, proper planning, (time management) handling conflict situations, self-motivation, and the ability to motivate others.

You will find this course to be absolutely perfect to brush-up on your current knowledge and extend it even further with material that you have never seen before. This detailed and complete, two-day training programme may be the perfect answer for you, perfect to improve and extend your ability to get the best performance from yourself and others.

How many people are doing the training?

Numbers of staff to be trained: TBC

When will the training take place?

TBC

Where is the training location?

In-house or an [Open Course](#)

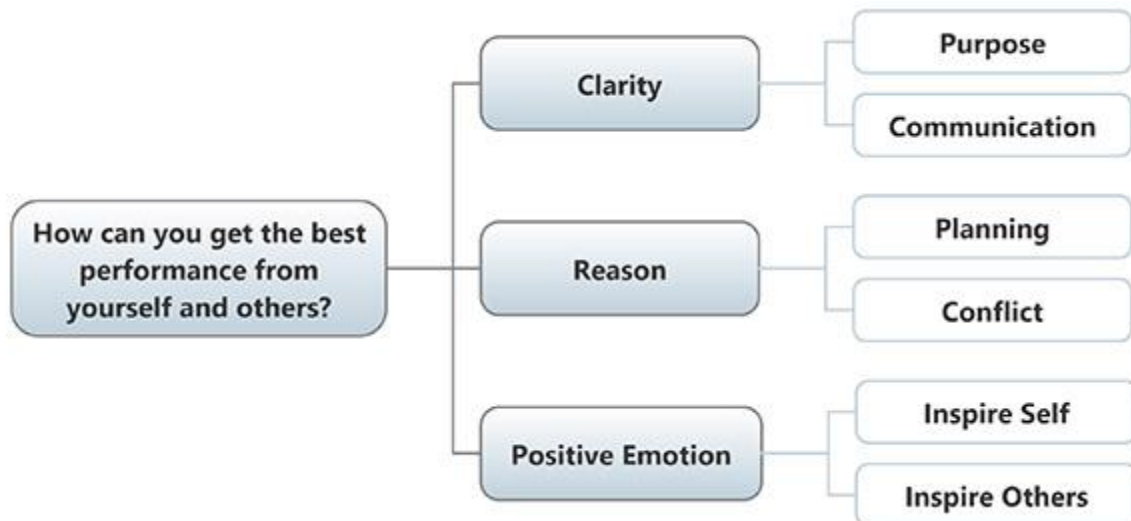
What is the basic premise of the course?

Please read the following pages.



To get the best results, we need to develop the following six abilities:

Clear purpose, clear communication, rational planning skills, (time management), rational conflict management skills, the ability to inspire ourselves and the ability to inspire others.



Brief outline of the Personal Development Training

Day One - Morning

- How do you get the best from yourself and others?
- Develop the six key personal development skills
- How to develop goal focus?
- The accurate use of language
- Distinguish the critic from the cynic
- Define your most important ideas

Day One - Afternoon

- How to handle difficult people?
- Objective language
- Prepare your message in advance
- Separate reasons from excuses
- When to compromise and when not to
- Action plan



Day Two - Morning

- Time management training
- Understanding 'deadline pressure' and 'value'
- Distinguish between being 'busy' and being 'productive'
- Prioritise work according to its value and deadline pressure
- Handling interruptions and distractions
- Proper delegation and correct prioritisation
- The 80/20 principle and its application to time management

Day Two - Afternoon

- Positive mental attitude. How it affects tangible results
- The EDISON success formula
- Avoid the failure formula
- The value of 'critical feedback'
- Turning negative situations into positive
- Action plan, final summary close

The following pages describe the course in greater detail.

Personal Development Training Course Content

Personal Development Training - Day One - AM

We start by asking this question: How can you get the very best from yourself and others?

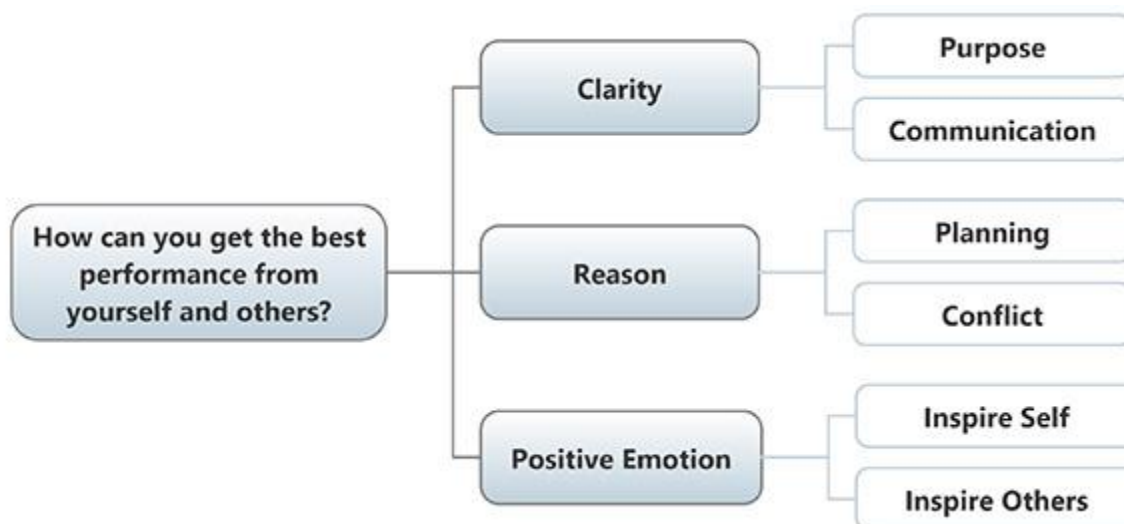
You can get the very best from yourself and others only by developing your personal skills.

Which skills specifically should you concentrate on developing?

The following six key professional development skills:

1. To develop a definite goal focus
2. To communicate clearly, persuasively and confidently
3. To intelligently organise people, and effectively prioritise work
4. To confidently manage conflict and handle even your most difficult people
5. To self- motivate with a positive mental attitude and to easily handle your stress
6. To inspire others and create a positive and productive atmosphere

Let us develop each of these qualities in turn.



The first principle of personal development: Goal setting

All development starts with setting goals - you need to develop a clear sense of purpose - become more goal focused.

- How to create a "Big picture vision" for your future - create a definite "Goal focus"
- Define your personal standards - how do you wish to be perceived by others?
- Decide how you wish to be perceived and act accordingly.

Training notes and then practice.

The second principle of personal development: Clear communication

- How to communicate with more clarity.
- Check your communication: do you make mistakes in your use of humour and gossip?
- Can you make yourself understood?
- Are you able to explain your ideas to others with clarity and confidence?
- Use only accurate language How to define the exact meaning of your key ideas
- How to distinguish between "being critical" and "being negative"
- The importance of talking about what you want rather than what you don't want
- Develop the art asking the right questions and of listening carefully to the answers

Practical exercises for the delegates to learn skills

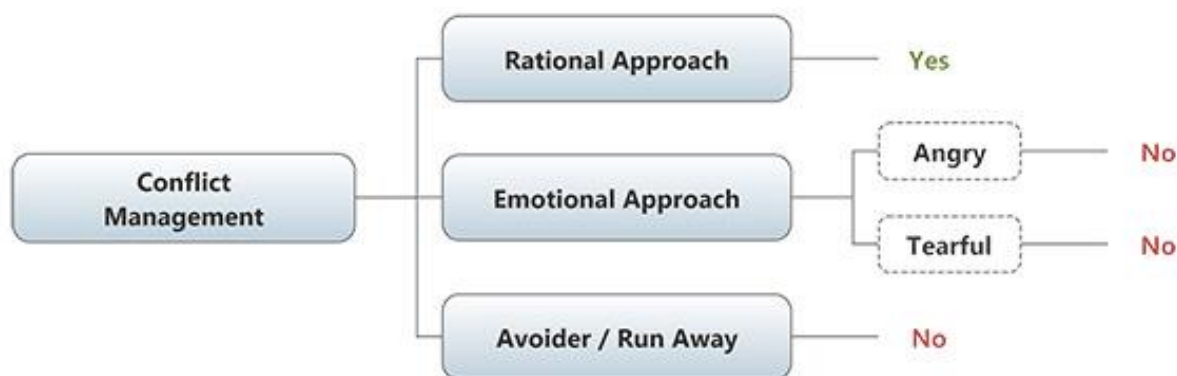
Personal development training - Day One - PM

The next principle of personal development: Conflict and assertiveness

Assertiveness and proper conflict management training

Conflict is inevitable and therefore you must be able to handle it:

- Do you handle conflict situations well?
- Or do you sometimes lose your cool?
- Or do you sometimes lose your nerve?
- Or do you sometime avoid the conflict and run away?



Remember that conflict can be beneficial if it is well managed. Conflict can be destructive if it is not well managed?

How should you manage conflict situations? By using a rational approach; use the proper principles:

The proper conflict management principles require that you: -

- Always protect their "self-concept"
- Tell them precisely what is wrong
- Suggest a logical way out of the conflict situation
- Be objective and specific, not emotional or judgemental
- Distinguish reasons from excuses
- Give concessions to reasons.
- Give no concessions to excuses
- Know when to negotiate and when not to

Practical exercises for the delegates to learn skills

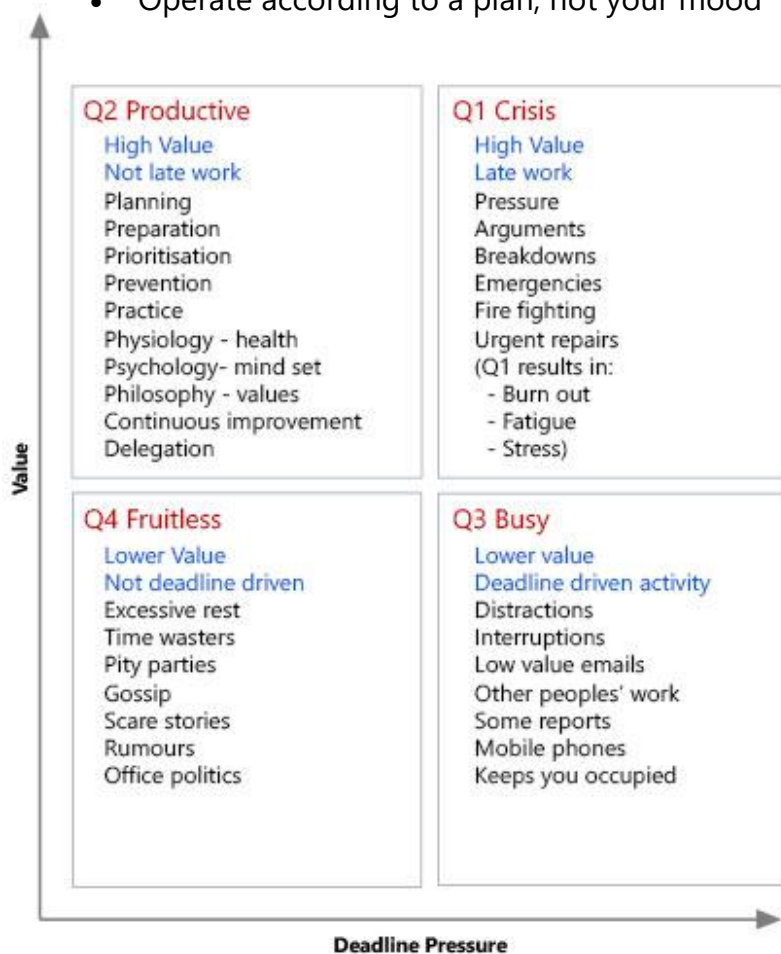
Action plan

Personal Development Training - Day Two - AM

Time management and Positive mental attitude

Time management training is about getting the most valuable work done in the least amount of time.

- Don't waste your time
- Operate according to a plan, not your mood



Keep asking 'What is the most valuable use of my time, right now?'

In order to prioritise properly; Use "Deadline pressure" and "value" as the key indicators.

- Q1 Crisis - High value, high deadline pressure
- Q2 Productive - High value, not deadline driven
- Q3 Busy - Low value, but deadline driven
- Q4 Fruitless - Low value, not deadline driven

Your worst enemy: the busy, but non-productive day.
Distinguish "Busy work" from "Productive work"

Have you ever had a busy but non-productive day?

Beat the time wasters - there are three major categories of time wasters:

1. Some other people you work with waste your time
2. Your own bad habits waste your time
3. Poor or non-existent management systems waste your time.

How to delegate your lower value tasks

Delegate as much lower value work as you are able.

Prioritise your task list

How to prioritise your task list - prioritise tasks according to their value.

Manage your priorities by means of a decision matrix.

1. Priority order decision matrix
2. Yes or no? Decision
3. Which one / what kind decision

Keep repeating the question: What is the most valuable use of my time, right now?

How to manage Interruptions: The 80/20 principle

- How to get the maximum value in the minimum time without causing offence to the listener?
- The Pareto time management principle states that 80% of the value comes from 20% of the causes
- 80% of the value of the interruption will be in 20% or less of what they say
- Manage the interruption using the "Pareto question"

Practical exercises for the delegates to learn skills

Personal development training – Day Two - PM

Manage your emotions

Your actions are controlled by two things:

1. What you think
2. How you feel

How you feel will affect how you act and therefore the results you are able to create.

Put simply:

- A person with a positive attitude tends to create good results
- A person without a positive attitude tends not to create good results
- A person with a bad attitude tends to create bad results

Therefore, it is important to be able to create and sustain a "Positive Mental Attitude"
Develop a Positive mental attitude. How it works:

A positive attitude works for you like this:

1. Positive thoughts and beliefs together, cause positive feelings, such as confidence and desire.
2. Positive feelings, confidence and desire cause your actions to be progressive and goal orientated.
3. Your progressive and goal orientated actions tend to create progressively better results.
4. Your progressively better results trigger the next set of positive thoughts and beliefs.
5. The next set of positive thoughts and beliefs together, cause more intense feelings of confidence and high ambition.
6. And so on forever.

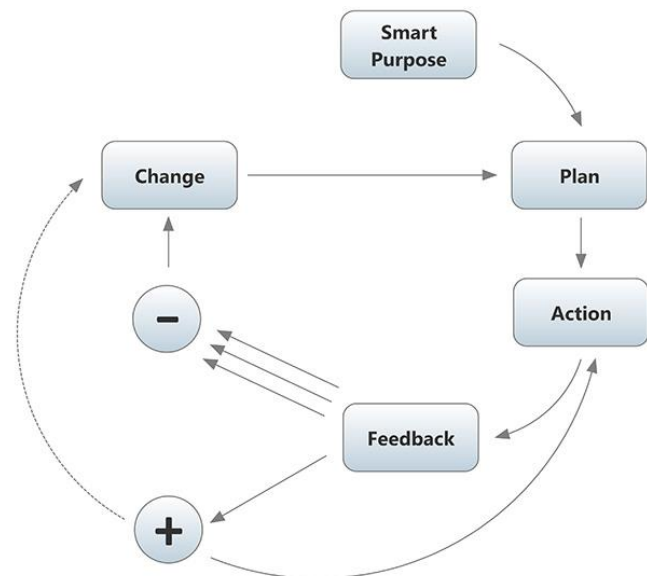
Positive mental attitude techniques

Manage your own mind. (Do not allow your thoughts or language to become destructive)

Learn the EDISON success formula

The success formula is a description and prescription for all successful, goal directed action, composed of only five parts:

1. Decide your goal- Know your outcome
 2. Formulate your best plan- in writing
 3. Take decisive action – don't wait.
 4. Gather and evaluate the feedback. Both the positive and the negative
 5. Use the negative feedback to make progress by continually adapting and evolving
- Recognise that the success formula is a continuous process



Avoid the opposite: Failure formula

Failure is the opposite formula

1. Have no goals- suffer from indecision or unclear targets
2. No written plan - wing it
3. Procrastination – put it off
4. Become disheartened in the face of setbacks and disappointments
5. Stand still. Do the same thing this year as you did last year

Learn the value of "Critical feedback"

1. The role of criticism in success: all success will demand that you learn how to handle setbacks defeat and criticism.
2. Two forms of feedback. Constructive and destructive

Practical exercises for the delegates to learn skills

Final summary

How will this training help you to get the best from yourself and others?

Summary / action planning / close



The training is designed to comply exactly with your requirements:

Your organisation shall provide a fully equipped classroom for the entire duration of the training course

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants. – **Yes**

The expected number of your organisations participants per course is to be confirmed. -**Yes**

Corporate Coach Training shall make its own travel and accommodation arrangements. - **Yes**

Corporate Coach Training shall provide a detailed course proposal to meet the YOUR ORGANISATION requirements as stated - **Yes**

The proposed course structure shall clearly outline what topics would be covered on each day. -**Yes**

The method of training is as follows:

The training is to be:

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.

The training method follows this general pattern:

1. The trainer gives a clear explanation of the point in question.
2. Then the trainer will demonstrate the principle and give specific examples.
3. Then the delegates do practical exercises.
4. The delegates carry out exercises with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made. (At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful.)

What are the costs / investments?

There are two options:

1. Open Course
2. In-house Course

1. Open Course

Two-day course: £850 +VAT per delegate.

Available throughout the UK, please see [dates and locations here](#).

2. In-house course

Daily rate is £1,850 + VAT for up to 20 delegates.

Plus £80 for each additional delegate over 20.

Plus, hotel accommodation for trainer if needed (*Premier Inn type: not the Hilton!*)

The training days are inclusive of:

- Full days training
- Full course notes
- Written action plan to take away
- Access to our post course portal
- Plus three months FREE telephone coaching to answer any on-going questions

After the course has finished, how will you know that the training has changed behaviour?

After the course, your staff will have access to a number of web based tools that they can use after the course. The web based tools will enable you to use the course material, on a daily basis.

You will be able to *measure* the use of the tools and their effects on performance. There are five web based tools that you can make unlimited use of, after the course has finished. You will then be able to maximise the utilisation of the ideas taught on this course.

The tools are:

1. The 8 Part strategic thinking app.
2. The 8 Part SMART target app.
3. The Yes or no app; (Should we or should we not?) app.
4. The which one / what kind? app.

5. The prioritisation decision matrix.

In addition, I will send you a set of debrief questions that will enable you to ask the delegates the "right questions" so that you can be sure they have a good understanding and memory of the material. You will be able to check to see they have "got it straight" in their minds.

In addition, we have a three-month telephone coaching service where your delegates can call the trainer if they want to talk over any aspect of the course.

What results can you expect from the training?

The most important thing about the training is its effect on the delegates. Here is what our previous delegates have to say about our courses

We suggest the following plan of action:

Would you please send to me:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts.
3. The plan of action.

Thank you

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A word from our previous delegates...

The course was very informative, with lots of thought provoking questions to think on after. The trainer's presentation was well produced and slick, NO excess content.

*Delegate: B Pain-Tolin
Company: BTCV*

The course was very, very good. The course was well structured and has provided me with an opportunity to reflect on how I can improve further in my role. The trainer was very focused, kept the course moving, related well to the group. Created a non-threatening environment.

*Delegate: M Ridout
Company: Sparsholt College Hampshire*

The course content was very good, quick win early on kept my interest piqued. The presentation was very good, inspiring and animated.

*Delegate: K Rhodes
Company: RAF Wittering*

The course content was informative and well-constructed. The trainer presented very clearly and effectively. The presentation was very enjoyable.

*Delegate: N Yemm
Company: Hulley & Kirkwood Consulting Engineers*

The course content was great, really visual. The trainer's presentation had lots of great detail and stories to illustrate each point.

*Delegate: M Painter
Company: Lloyds Banking Group*

I really enjoyed the breadth of what was covered today. The trainer's presentation was very good and clear.

*Delegate: S Windridge
Company: Prudential UK*

The course content: Interesting and very broad content. We covered a lot of subject matter during the course. The trainer's presentation was excellent, very clear and concise. Interesting and charismatic.

*Delegate: E Inegbu
Company: Prudential UK*

Excellent course that helped to bring new insight and reinforce and bring back concepts from many years ago. The trainer's presentation was upbeat, positive and inspiring.

Delegate: M Judson

Company: JSP Ltd

The course content was comprehensive, eye-opening and informative. Excellent presentation, kept interest up and made the course come to life. Good real-world examples to inspire and inform.

Delegate: J Gibson

Company: Fuji Film

The course content was very detailed and interesting. The trainer's presentation was good, with time for re-caps and questions.

Delegate: R Graham

Company: RAF Wittering

The course content was interesting, could be applied in business environment but also in general life. I like the wrong box / right box! The presentation was very dynamic and directive. Knowledgeable. Good use of examples which helps.

Delegate: S Chou

Company: JSPMLtd

The course content was excellent, extremely useful tools which I shall use with both students and staff. The presentation was very good, Right mix of talk, discussion and activity.

Delegate: J Noble

Company: The Sittingbourne Community College

For additional feedback, video testimonials and list of companies that have benefited from our training programmes please [follow this link](#)