



# Corporate Coach Group

Training that transforms



Build Winning Teams  
One Day Team Building 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 productive team working.

### **What is the reason for the training?**

On this professional 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, 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.

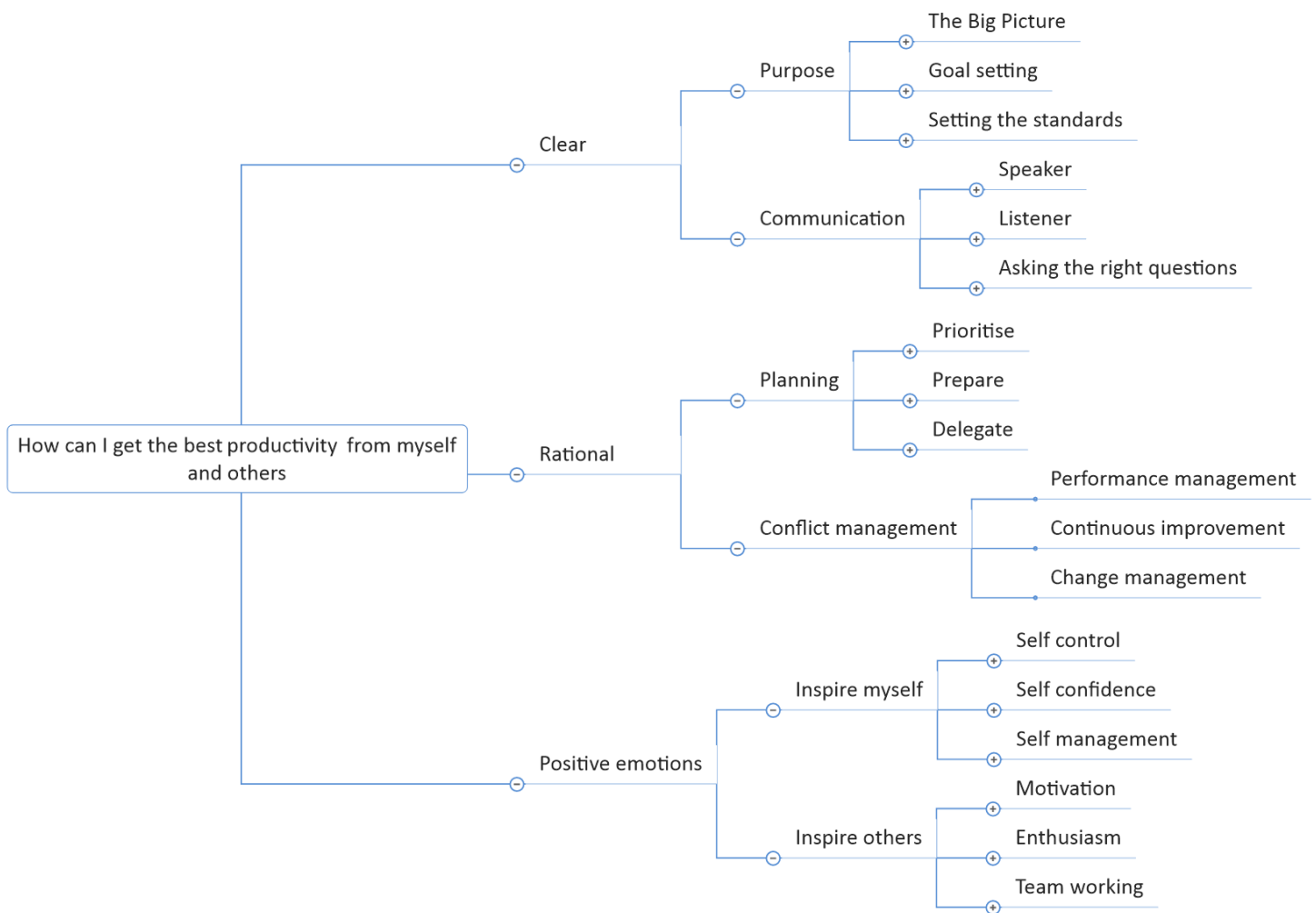
### **What is the basic premise of the course?**

Please read the following page.

**This course will help you to:**

- ✓ Get the best performance from yourself and the rest of the team
- ✓ Set and achieve ambitious goals
- ✓ Improve the clarity of all communications
- ✓ Prevent avoidable errors by proper planning, prioritisation and preparation
- ✓ Create and sustain a positive mental attitude
- ✓ Use "Feedback Loops" to continually improve everything you do
- ✓ Create a culture that embraces change and innovation

Here is an outline of the in-house team productivity training.



## Brief overview of the Team Productivity training

### Day One - Morning

- How do you get the best productivity from yourself and others?
- Develop the six essential productivity skills:
- Goal focus: Communication: Planning: Performance Management: Motivation & Inspiration.
- Specify and communicate Clear Goals.
- Plan ahead, prioritise and prep the work
- Perfect the Art of Problem / Cause / Solutions Mapping

### Day One - Afternoon

- Positive mental attitude creates better results
- Exactly how to create and sustain a positive mental attitude
- Use "Feedback Loops" to continually improve everything you do
- Create a climate of change, innovation and progressive action
- How to embrace change to become more progressive, responsive and adaptive
- Personal Action Planning

### Introduction

- How do you get the best productivity from yourself and others?

To become more productive, we must adopt a particular set of skills and avoid some common errors.

- Develop six key productivity skills sets:

All highly productive teams share the same six qualities. It is these six qualities that cause them to be more productive.

### What are the six sets of productive teams?

**1. Goal focus:** The ability to specify what you want, and what your customers want. If you know exactly what your clients want, and if you know what you want, then you have the right conditions for a successful, mutually beneficial relationship. Success means the achievement of goals, and therefore goal setting is number 1 on the list of skills.

**2. Communication:** Communication is the art of transferring information and emotions from one mind to another.

Your communications need to be clear, persuasive, friendly and optimistic. Be very cautious of the opposite communication style: Beware of too many communications that are imprecise, vague, unfriendly or negative and cynical.

**3. Planning:** Planning is the art of making ready before the event. Too many people do not plan ahead. So they spend their time mopping up trying to correct an error that they caused by an earlier lack of planning. Consequently, they spend their time in "crisis mode", trying to fix things that should not have happened in the first place. Planning and Productivity are like twins that you always find together.

**4. Performance management:** It is inevitable that sometimes, a conflict will occur in the team. At that point, the team must manage the conflict in an objective, rational and professional manner. Too many teams do the opposite; by allowing conflict situations to degenerate into a subjective, emotional, unprofessional, stand-up row. High performing teams do not waste their time and energy in fighting each other. Instead, they work to create and sustain positive emotions:

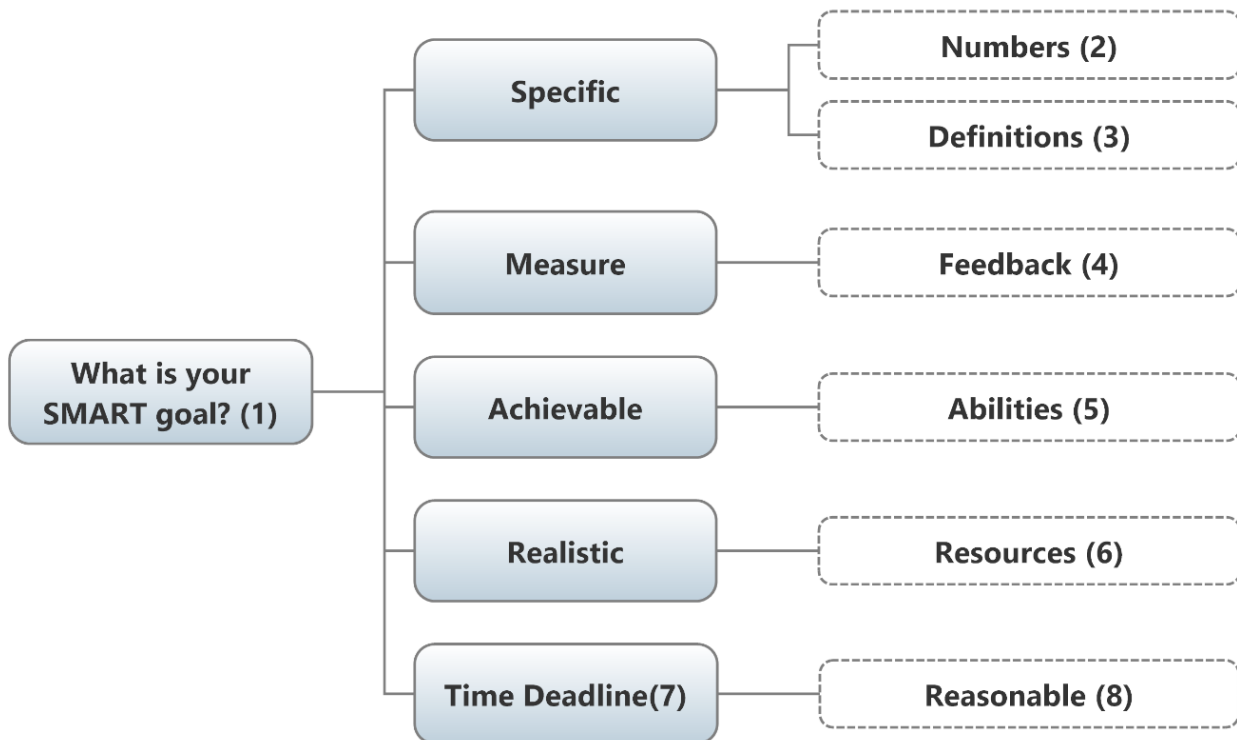
**5. Self-Motivation:** Each member needs to work on his or her attitude so that they come to work in the *right frame of mind*. That means learning how to manage their own emotions and directing them towards the positive. We will show you how to do that.

**6. Inspiration:** Now you know how to manage your own emotions; you can use that knowledge to affect the emotions of others, (colleagues, customers and suppliers) so that they feel positive emotions about you and your organisation. We will show you how to do that, too.



**Set and communicate Specific Goals.**

Use the 8 Part SMART to set and communicate goals.



**You are defined by your goals**

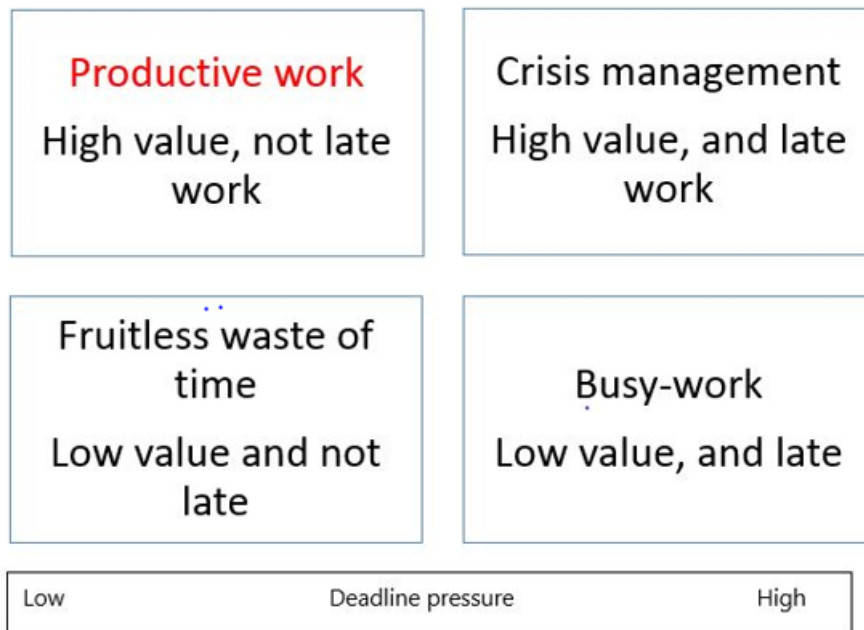
And your team is defined by its goal. The goal, (The target, objective or vision) is vital, as it "sets the terms" for everything else. *Everything* the team does, should be in furtherance of The Goal.

In addition, the team should *avoid doing anything that does not contribute to the achievement of The Goal.*



## Planning

Make your time more productive by planning according to this grid:



- Many people are often engaged in Crisis Management
- Others occupy themselves with Busy-Work (They are busy but nonproductive).
- Some people waste their time in useless, Fruitless activity.
- High performing people spend the majority of their time the Productive zone.

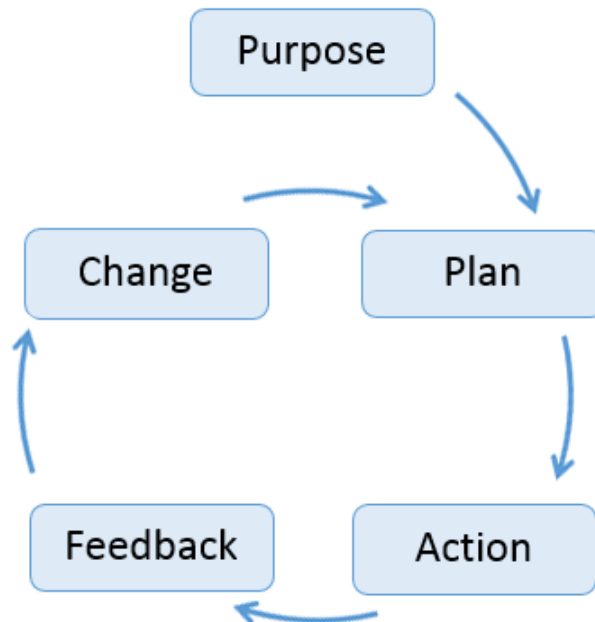
### **We need to understand and the full meaning of the “Productive Zone”**

We need days that you spend in the Productive Zone, not the "busy" or "crisis management" or "fruitless" zones.

Let us show you more on how you can do that.



**All success cycles look about the same, and they all involve the concept of "feedback"**



Feedback is information that tells you whether your current actions are taking you closer to your goals or further away.

### **Use "Feedback Loops" to continually improve everything you do**

Feedback comes in two varieties: Positive feedback and negative feedback.

- How to give negative feedback, in a positive way.
- This is where much time is wasted. We spend too much time in fruitless conflicts, which are mismanaged and end up in upset, emotional turmoil. We need to know how to manage negative feedback, conflict situations in an objective, professional and timely manner.
- Also: Remember to give positive feedback whenever someone deserves it.

### **How to inspire others and yourself**

As we have just noted, all conversations have an emotional impact.

People react positively or negatively to what is said to them.

So it is vital that every conversation in the office be geared towards generating positive emotions, such as confidence, motivation, commitment and team working.

Moreover, it is also vital to cut out the conversations that are geared towards generating negative emotions such as anger, upset, anxiety and frustration.

**We call this Conversation control.**



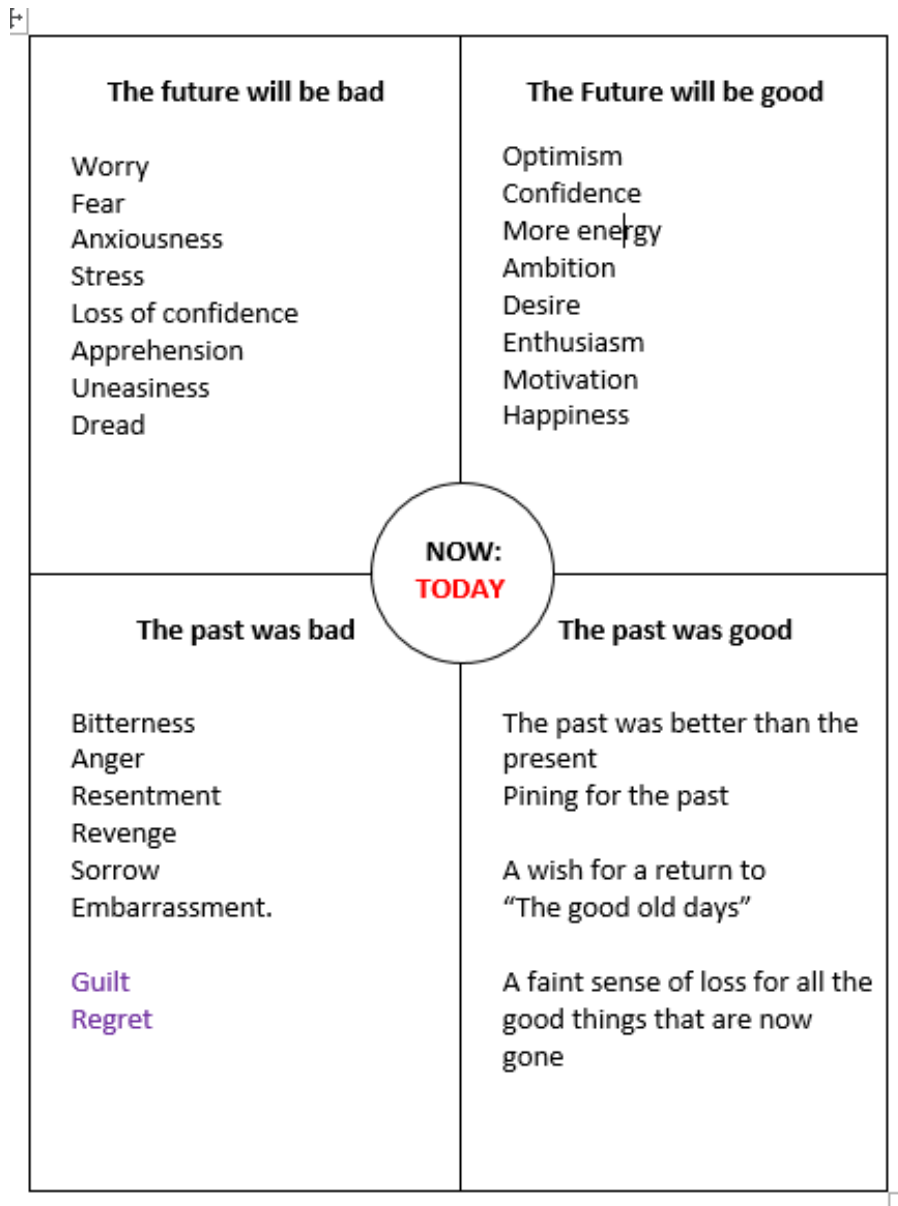
**Notes and exercises on conversation control.**

The emotional consequences of the talks follow this same pattern:

1. Conversations about a bad possible future will tend to provoke fear in the mind of the listener.
2. Conversations about past bad situations will tend to produce anger and upset in the mind of the listener.
3. The conversation about how the past was better than the present day will tend to provoke a slight feeling of discontentedness.
4. And conversations about how the present moment and the future will be good, will tend to inspire feelings of optimism, confidence and motivation in the mind of the listeners.

**There are three ways to think about conversation control:**

1. Managing the content of what YOU say to other people.
2. Managing the content of conversations, that you allow other people to have with you.
3. Monitoring and controlling the content of the conversations that other people have amongst themselves.



**Practical exercises for the delegates to learn skills**

**Summary, Action plan**

## **The Training Method**

The training method follows this general pattern - the training is very interactive and interesting:

The trainer gives a clear explanation of the point in question with specific examples.

Then, the delegates practice by doing an exercise with each other.

The delegates practice by doing exercise with the trainer.

All points are supported with full written notes to take away.

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).

Note: we do not believe in placing people in any situation of embarrassment by demanding that they 'perform' in front of the whole group. So you can relax: come on this course and be at ease; ready to learn new skills!

**The training is designed to comply exactly with your requirements:**

Your organisation shall provide a classroom for the training course

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants. – **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 the 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 demonstrates the principle and gives specific examples.
3. Then, the delegates practice by doing an exercise with each other
4. The delegates practice by doing an exercise 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.
7. (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?**

### **In-house training 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

### **Plus free telephone coaching!**

To answer any on-going questions, you will also receive email and telephone support from your trainer after you have attended the course.

### **We suggest the following plan of action:**

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 content was stimulating. The trainer's presentation was very effective. Chris delivered difficult concepts with insight and humour.

Delegate: C Jolly  
Company: Greencore

The course content was very comprehensive and covered relevant points. The trainer's presentation was interactive, informative and challenging.

Delegate: W Graham  
Company: Ikea

The course I found very interesting, using models that I was not familiar with, different thought processes. The presentation was very professional, informative and interesting.

Delegate: J Dickinson  
Company: Riomay

The course content was very useful, exactly what I was looking for. Encouraged thought and methods to take back to the work place. The trainer's presentation was very clear, Chris not only delivers the training but stands behind his methods and believes in the content.

Delegate: T Stuchfiled  
Company: Primecare UK

The course content was excellent, thought provoking and inspiring. The presentation was clear, concise, professional and relative.

Delegate: J Walker  
Company: Telus

The course content was very good, informative and positive. No "Dull Moments". The trainer's presentation was good – Well presented.

Delegate: S Bent  
Company: B+V Water Treatment

The course was excellent. Interesting, thought provoking, very useable. I have already put different aspects of the course into practice. The trainer's presentation was excellent. Thoroughly enjoyed each session and would like to come back for a refresher course. Very motivating and a very inspiring person.

Delegate: K Hogarty-Hingsto  
Company: Hartpur College

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](#)