

QUICK WINS

fast input, lasting output

quick wins are 90 minute bursts of great learning. Come to one and you'll think, smile, ponder, chat, move and groove... then you'll go back to work with a shift of perspective, a sharper focus or the inspiration to change one thing about what you do.

quick wins have helped people at places like Orange, Boots and GAP do great things, such as:



- Take action about the things that bug them
- Lead others through change and come out smiling
- Get more done with less stress

90 minutes can go by in an instant. It's the time it takes to watch a life changing movie or feel every emotion of a big match. It's the time you spend sitting in a meeting without adding anything or going round in circles over the same old problems. Or you can use that time to change one thing!

quick wins will help you be happier, in tune with others and in touch with what matters.

With each **quick win** people make a small change which, session by session – person by person, adds up to a massive difference.

Our **quick wins** packages help you maximise your budget and increase your ability to make a rapid contribution. We can deliver for you or you can run them yourselves. The **Collaboration & Leadership** package is **£3,000 plus VAT for 9 sessions** designed to dramatically increase direct, straightforward communication; team work and networking.

There are 9 quick wins in each category. Each session is a stand alone, 90 minute burst of great learning, designed to change just one thing.

It's like intellectual Viagra!

Managing Me – Personal effectiveness

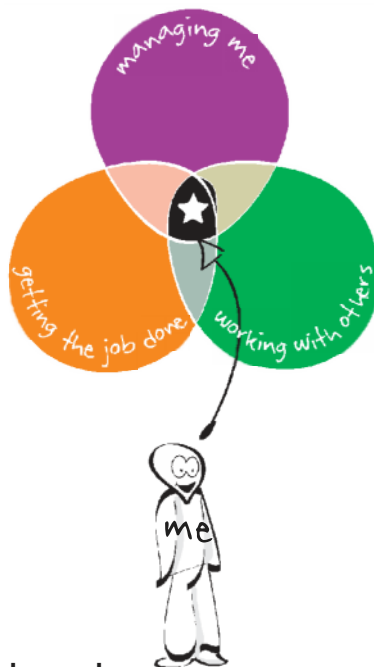
1. Taking control
2. Positive self talk
3. The feel good fete
4. Feeling confident
5. Passive or proactive
6. Poise and presence
7. What do I want?
8. Career mapping
9. The effectiveness clinic

Working With Others – Collaboration a Leadership

10. Who are you?
11. Open and honest
12. Understanding their world
13. Network it!
14. Future focus
15. Win win
16. Say it like it is
17. Team success
18. Team player

Getting The Job Done – Efficiency & innovation

19. What's important?
20. Big picture or detail?
21. Focus on the positive
22. Manage your meetings
23. The change game
24. Decisions, decisions
25. Unlock your creativity
26. Round the creative process
27. Tools for creativity



Which is for me? Talk to us at info@leaps-bounds.co.uk or call 0844 504 0141

LEAPS & BOUNDS

To help you decide which personal effectiveness quick wins are right for you, simply identify the questions you or your people can answer yes to, sometimes or often.

Faster than a Ferrari with wings!

1. Do you find some people difficult to communicate with?
2. Do you show your frustration with people when things don't go your way?
3. Would you like to understand more about what makes others tick?
4. Would you like to have more contacts within and outside of your business?
5. Do you want people to be excited about your team vision?
6. Do you disagree with others about the best course of action?
7. Do you sometimes shy away from giving feedback?
8. Is the atmosphere in your team flat and lacking spark?
9. Do you wonder what real contribution you make to your team?

1. Who are you?

90 minutes to enhance your communication skills

Alien encounters are the stuff of fiction. But do you ever feel as though you are trying to communicate with 'beings from mars'? This session you will help you to communicate better - and this starts by understanding yourself and understanding others.

You'll learn to:

- Love your natural style of communication
- Understand the differences in other's styles
- Communicate better with others

2. Open and honest

90 minutes on stating your views and opinions while respecting those of others

Do you ever get tied up in knots in your need to get your point across at all costs? Or get frustrated by the way other people share theirs? In this session you will make a choice about the way you respond to different people.

You'll learn to:

- Chose your response – 'Being right' or 'Being free'
- Take responsibility for the impact of your communication when stating your opinions and when responding to .
- Manage your personal state that will help you to achieve a positive outcome

3. Understanding their world

90 minutes to uncover why and how to gain a deeper understanding of others

We work better together with greater understanding of each other. This session will help you access the "golden nuggets" of another person's experience so you can achieve more together.

You'll learn to:

- Develop the mindset for exploring someone else's world
- Empathise, listen and question to understand someone else's perspective
- Improve a relationship with someone at work

4. Network it!

90 minutes to uncover why and how to gain a deeper understanding of others

As the old saying goes 'It's not what you know, but who you know'. Networking is a vital skill for anyone in business and can help you to fix problems, promote yourself and your organisation and achieve common goals

This session will help you to make the most of the opportunities you have to meet people at work and make sure you leave a positive impression

You'll learn to:

- Plan for networking events and make the most out of adhoc opportunities
- Listen and question to build rapport quickly
- Present yourself and your business simply and concisely

5. Future focus

90 minutes to create a compelling vision of the future

The power of visualisation is a well known tool for helping you get what you want. In this session you will define and clear and meaningful purpose to create an exciting and detailed picture of what this purpose will look, sound and feel like once its being fulfilled.

You will learn to:

- Visualise your purpose and record it in a compelling picture
- Communicate your purpose with pizzazz

6. Win win

90 minutes to help you resolve conflict situations

Real life is not like the action movies where the goodies triumph over the baddies! There is rarely a clear distinction over who is right and wrong. In this session you will analyse the types of conflict situations you face at work and discover how you can move to a more constructive outcome.

You'll learn to:

- Use a model for conflict
- Choose the best option in any situation
- Use win win more often to build long term collaboration

7. Say it like it is

90 minutes to uncover the secrets of great feedback

Feedback is a great thing with a bad reputation. So much so that many of us shy away from saying what needs to be said at work and at home. This session will indeed help you to 'say it like it is' using a simple, practical and direct method of feedback that will allow you to open the door to further conversation

You'll learn to:

- Weigh up the benefits and consequences of giving feedback (or not!)
- Choose from three great ways to use feedback to address issues you have at work and at home
- Use the same three ways to get into the habit of giving positive feedback on a regular basis

8. Team success

90 minutes to help you create a positive working environment

We can all help change the atmosphere and environment at work by celebrating the great things people do each and every day. This session will give you lots of ideas to celebrate success, generate energy and enthusiasm, and motivate team members.

You'll learn to:

- Be creative in the ways you generate a buzz at work
- Make work a great place to be every day

9. Team player

90 minutes to help you play to your strengths within a team

Whether as a manager or team member everyone has a responsibility to help the team be the best it can be. In this session you will explore the role you and others naturally play in a team so you can all play to your strengths

You'll learn to:

- Use your own strengths as a team player
- Complement others so your team works better and plays and better

"It was great to break away from work to consider how we communicate as it's so key to our success on a daily basis"



"Quick Wins reminded me of the one thing that I had forgotten I need to do when I go back to the workplace"

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To find out more about **quick wins**:

- Talk to us on 0844 504 0141
- Write to us at info@leaps-bounds.co.uk

To find out more about **Leaps and Bounds**:

- Visit us at www.leaps-bounds.co.uk
- Chat with us at http://twitter.com/Caroline_Est
- Discuss with us at www.leaps-bounds.co.uk/blog