

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 **efficiency & innovation package** is £3,000 plus VAT for 9 sessions designed to dramatically increase an individual's ability to make a rapid, immediate contribution.

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

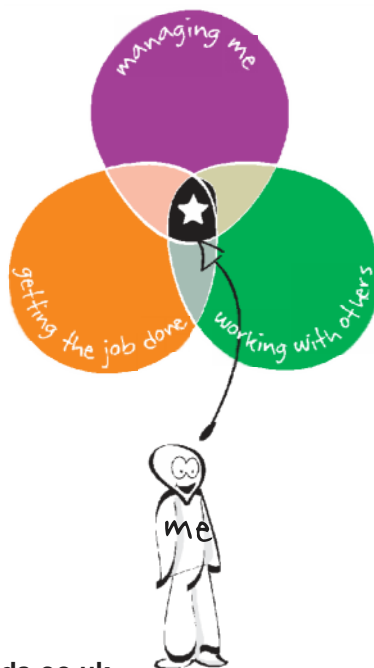
1. Taking control
2. Positive self talk
3. The feel good fete
4. Feeling confident
5. Passive or proactive
6. Poise and presence
7. What do I want?
8. Career mapping
9. The effectiveness clinic

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 spend too much time doing things that don't help you to achieve your goals?
2. Do you find it difficult to switch from big picture to detail and vice versa?
3. Do you find it easier to find fault than consider the upside?
4. Do you ever feel as though meetings are a waste of time?
5. Does the thought of change make you anxious?
6. Do you struggle to make decisions?
7. Do you describe yourself as 'not very creative'?
8. Do you fail to turn new ideas into action?
9. Do you find it difficult to come up with genuinely new ideas?

1. What's important?

90 minutes to help you maximise your contribution at work

Managing your workload based on what contributes most to your role is an important key to success! This session is all about what you do, where you focus your energy and the effect this has on your productivity.

You'll learn to:

- Sort the tasks that help you achieve your purpose from those that don't
- Spend more time on the jobs that will help you do what you're paid to do

2. Big picture or detail?

90 minutes to explore how and when to focus on the bigger picture

Sometimes we can get so bogged down in what we're doing that we lose sight of why we are doing it and what we want to achieve. Other times, we know exactly what we're aiming for but don't know the best way to achieve it!

In this session, you will find out how and when, to focus on the big picture and when to concentrate on the detail so you know what you want and can take the right steps to get it.

You'll learn to:

- Use a simple questioning tool to assess why you do key tasks
- Plan for the perfect outcome of your task

3. Focus on the positive

90 minutes to explore a process for continual performance improvement

The most successful organisations are ones that are always looking to move forward. They challenge the way they do things and look for new ways to offer better products and services and to become better places to work. This session will show you how to use a simple and rewarding process that will help you to build on your strengths as an individual, as a team and as an organisation so you continue to grow

You'll learn to:

- Focus on what you do well
- Ask insightful questions to work out why things work currently
- Generate ideas and energy to improve what you do even further

"Boosted my confidence and gave me lots to think about"

4. Manage your meetings

90 minutes to uncover the secrets of highly effective meetings

Ask many people in business what gets in the way of them achieving what they need to do each day and 'too many meetings' is often near the top of the list.

This session will help you to make meetings more productive whether you are the chair or a participant.

You'll learn to:

- Prepare well and focus on the desired outcomes
- Manage your own contributions and those of others
- Respond to the people related and process related issues arising from the meeting

5. The change game

90 minutes to help you to manage change effectively

Change is the only consistent thing in this world! Whether the change is big or small it can affect us and those around us in different ways. This session you will show you how you can manage the way you react to change through awareness and control.

You'll learn to:

- Understand the way you react when faced with change
- Manage your own reactions so you can feel more positive and resourceful
- Help others manage their reactions to change

6. Decisions, decisions

90 minutes to develop the thinking skills required to make great decisions

Our everyday life is full of decisions - big ones, small ones, easy ones, hard ones. But however long and involved the decision making process is, chances are you'll make the actual decision in an instant. This session will help you to build confidence in your own judgement so you can take action

You'll learn to:

1. The elements of great 'intuition' and how to develop them
2. When snap decisions are spot on and when to check out your 'intuition'
3. When you're the best person to make a decision - and when you're not

7. Unlock your creativity

90 minutes to discover your creative self

Creativity comes in all shapes and sizes and everyone can be creative when they want to be. This session will help you unlock your creative potential!

You'll learn to:

- Feel more creative!
- Use quick hit techniques to boost inspiration and energy

8. Round the creative process

90 minutes to explore the creative process that takes ideas into action

We get stuck in problem solving for lots of different reasons; we may get too focused on one thing, we might get writers block, we could get stuck in a rut or feel like our wings are being clipped with too few options. The list is endless... This session is all about using the Creative Cycle to tap into your creativity when solving problems.

You'll learn to:

- Use the Creativity Cycle to solve problems
- Play to your strengths and develop your weaknesses in the creative process

9. Tools for creativity

90 minutes to practice a variety of techniques to stimulate creative ideas

One key to creativity is changing our thought patterns so that our amazing brain can seek out new, unusual, fresh answers that break our routine, normal way of thinking. In this session you will find tools that will appeal to both logical and free thinkers so you can challenge yourself to try something new.

You'll learn to:

- Work with others to boost creative output
- Use a mix of tools that bring ideas whether your preference is logical or free thought

"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