

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 **personal effectiveness package** is £3,000 plus VAT for 9 sessions designed to dramatically increase an individual's focus, drive and resilience in difficult times.

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

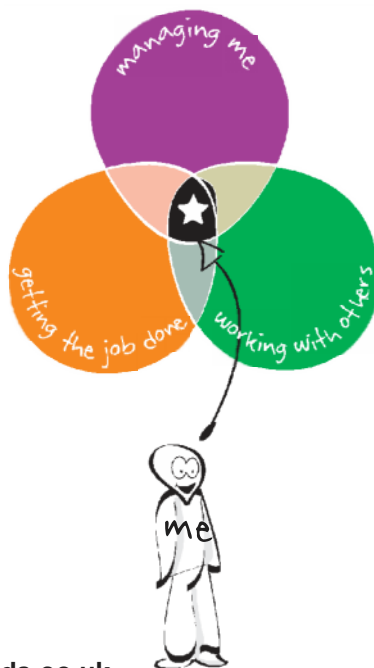
1. Taking control
2. Positive self talk
3. The feel good fete
4. Feeling confident
5. Passive or proactive
6. Poise and presence
7. What do I want?
8. Career mapping
9. The effectiveness clinic

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

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 time and energy worrying about things you can't change?
2. Is your own internal dialogue your own worst enemy?
3. Do you run out of energy before the end of the day?
4. Do you lack the confidence to give some things a go?
5. Do you sit back and wait for things to happen?
6. Do you fade into the background rather than ooze personal presence?
7. Are you too busy to plan for the future?
8. Do you struggle to describe what you're best at?
9. Do you get frustrated by how much you don't get done in a day?

1. Taking control

90 minutes to confront your worries and take positive action to address them

Worrying about things you can't control can weigh you down. This session will take the weight off your shoulders by focussing you on the things you can do something about and letting go of what you can't.

You'll learn to:

- Weigh up your current concerns and the impact they have on your effectiveness
- Tip the balance in favour of 'in control' so you can achieve more with greater confidence

2. Positive self-talk

90 minutes on overcoming negative thoughts to increase your self belief

Like background music, our internal dialogue is constant. It is our subconscious speaking to us through mental images and feelings. We don't notice its presence, but it is constantly influencing our feelings and driving our responses. This session helps you to 'change the music' and explore ways to develop positive self talk that will help you to become strong and confident.

You'll learn to:

- Use your energy positively to take action and get results
- Manage your own internal dialogue to work through inner conflict
- Respond to challenges by focussing on solutions not problems confidence

3. The feel good fete

90 minutes to boost your vitality

At the end of the working day you should feel alive, fulfilled and ready to spend quality time with friends and family. All too often we arrive home ready to flop on the sofa. This session gives you a range of practical actions to help you feel better in mind, body, and spirit every working day

You'll learn to:

- Acknowledge your current concerns and the impact they have on you being effective
- Identify the control you have over those concerns – direct control, indirect control and no control
- Tip the balance in favour of 'in control' so you can achieve more with greater confidence

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

4. Feeling confident

90 minutes to get out of your comfort zone and build your self confidence

We can all get stuck in our comfort zones and develop beliefs that limit our opinions about what we can do. This session helps you to understand more about what holds you back so you can make positive steps to change your thinking and feel more confident, more of the time.

You'll learn to:

- Sort the situations where you do feel confident from those where you don't
- Identify the skills, beliefs and view of yourself that limits your confidence
- Change your thinking and build your confidence

5. Passive or proactive?

90 minutes help you make things happen

It's easy to become a 'passenger' at work and let things happen. This session will boost your energy and enthusiasm to get back in the drivers seat and take control.

You'll learn to:

- Work through the consequences of inaction
- Notice when past experience is holding you back and what to do about it
- To take action - now!

6. Poise and presence

90 minutes to improve your personal presentation and credibility

They say it takes only 30 seconds to form a first impression and we get only one chance to make it. So, we need to give the impression we want, every time. This session will build your confidence and credibility when you need it most.

You'll learn to:

- Use your body language, voice and words to say what you want about who you are
- Create a great first impression
- Flex your approach to suit your 'audience'

"My glass is more than half full."

7. What do I want?

90 minutes to set goals for home and work

Life these days is busy! We often get so wrapped up in daily routines that we don't stop and ask ourselves if we are getting what we want out of life. Through this session you will decide what you want to achieve at work, at home and personally then begin to create some small (or large!) actions to help you get there

You'll learn to:

- Identify the areas of your life where you want to make changes towards a happier or more fulfilling future.
- Focus on the goals that will help you to achieve this.
- Create a treasure map that focuses on those goals and a 'magic wand' to help you to get there

8. Career mapping

90 minutes to create a motivating career plan

You don't have to be looking for promotion in order to have a motivating career plan. It's just as important to plan to be the best in your current role. In this session you will revisit previous career successes and explore present aspirations to make your own map of success for your future career.

You'll learn to:

- Recognise your own career motivators
- Identify the wide range of skills and experience you already have
- Develop your own professional and personal brand

9. The effectiveness clinic

90 minutes to help you get organised and get more done

When you don't achieve what you set out to do each day you can soon feel frustrated and overwhelmed. This often leads to achieving even less ...and a vicious cycle is set up. Through this session you will break that cycle and get more done each day.

You'll learn to:

- Break the habits that limit your effectiveness
- Do something different without changing who you are
- Take five actions each day that will put you on the road to recovery

"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