



MindMeld
Coaching

MindMeld Coaching Professional Development Calendar 2018

Make 2018 your best year yet!

Your invitation to become an even more
fabulous leader!

Our professional development programme is specifically tailored to reflect your needs to improve your team performance; deliver on your 2018 work programme; and communicate effectively with your stakeholders.

Workshops:

- **1, 2, 3 Improving Team Performance**
25 May 2018 and 16 November 2018
- **Facilitation** - Advanced Skills in Addressing Conflict, Contentious Issues & Demanding Participants.
11 May 2018 and 14 September 2018
- **Compelling Presentation Skills** – The Fundamentals of Fabulous Presentations
8 June 2018
- **Leading Communication Skills for Women**
9 August 2018 and 16 November 2018
- **The Nuts and Bolts of Professional Coaching**
27-28-29 July 2018

Any one of these workshops can also be specifically tailored to your team's requirements and delivered in-house at a group rate.



"At MindMeld Coaching we often hear how you need something from us to look forward to in your calendars and know you are learning new skills with direct and fast application. We've heard you! Here is our professional development calendar of luscious learning to provide you with the skills you need to take control and make 2018 your best year."

1, 2, 3 Improving Team Performance

Two Hour Sprint Workshop – 1- 3 p.m. 25 May 2018 or 16 November 2018

Cost \$195 (plus GST)

For more information, to signal your interest, or register: Email coach@mindmeldcoaching.com

In this intensive workshop, you will learn how to use a new tool to improve your team's performance.

Learning outcomes:

You will learn four new ways to coach a team to greater performance by using the 'My Team Strengths Resource'. My Team Strengths Resource speaks to both observable and hidden strengths that enables your team to thrive and perform. It is important to help your team members name and own their strengths so that you can call on them to help the whole team be successful.

1. Unlocking the hidden useful strengths your people can offer to the wider team
2. Overcoming obstacles and solving difficult problems
3. Boosting innovative thinking and reinvigorating performance
4. Giving praise where it's due, without the giver or receiver feeling awkward or fluffy

A new thing! - MindMeld Coaching is proud to release the brand new My Team Strengths Resource, the Cool Cats Cards. This new resource is for leaders based on our extensive experience of working with teams at their best. The idea of a cool cat which embodies a particular strength allows team members to recognise a strength which could be useful, claim it as their own without any feelings of coming across as over-confident, and then offer it to help the whole team perform.

This sprint workshop is for Team Leaders (experienced and new), Facilitators, OD professionals, and Project Managers, who work with teams who need to come together to achieve key projects and deliver on their work programmes.

Facilitation — Advanced Skills in Addressing Conflict, Contentious Issues & Demanding Participants

One Day Workshop – 11 May 2018 and 14 September 2018

Cost \$495 (plus GST)

For more information, to signal your interest, or register: Email coach@mindmeldcoaching.com

What if you could learn the fundamentals of facilitation in just one day? When done well, facilitation looks calm, controlled and seamless on the outside. However, you are balancing many factors and applying just the right tool to ensure a group does its best work. There is always the potential for conflict, contentious issues and demanding participants to derail your planned process. When you are fronting a room of your peers and stakeholders, these are essential skills that put you in control, build confidence and delivers the result you are seeking.

In this workshop you will learn essential workshop design skills and strategy to ensure you have the appropriate facilitation tools for any occasion no matter what issues arise.

Facilitation is a sophisticated set of tools involving a winning combination of Confidence + Control + Results + Reflection

Learning Outcomes:

1. Learn the best approach for the occasion - stakeholder workshops, sector engagement, and meetings with senior people from your own organisation
2. Create the right environment - bringing together diverse opinions, encouraging robust discussion and driving positive and creative change
3. Identify the correct facilitation tool for the result you seek
4. Skills in dealing with the unexpected - conflict, difficult participants and contentious issues
5. Build the facilitation capability within your organisation to deliver your organisation's work programme

This workshop is for new or seasoned facilitators needing new skills for working with groups to achieve a result.

"I may look swan like but under the water, my duck feet are paddling" - Brenda Ratcliff



Compelling Presentation Skills – The Fundamentals of Fabulous Presentations

One Day Workshop – 8 June 2018

Cost \$495 (plus GST)

You will receive your copy of the book *Fabulous Presentations*, by Brenda Ratcliff, currently for sale on Amazon.

For more information, to signal your interest, or register: Email coach@mindmeldcoaching.com

Prepare and deliver compelling presentations and feel confident and assured in running educational seminars and presenting information to the public at major public events. Learn the tools of a professional public speaker.

Learning Outcomes:

1. Effective preparation to ensure a great delivery
2. How to engage quickly and bond with your audience
3. How people learn and take on new information to help your audience retain your key messages
4. Prioritise your information and what information the audience need to know now
5. Deal with the unexpected and remaining calm and in control
6. Body language do's and don'ts
7. How to let go of your excess nerves and retain just the right amount of presentation tingle
8. Handle questions to facilitate discussion

This workshop is for presenters wanting to rock out a great conference presentation, and also leaders seeking to boost their presence by using the skills of micro-presenting to get their message across in meetings.

Leading Communications Skills for Women

One Day Workshop – 9 August 2018

Cost \$495 (plus GST)

For more information, to signal your interest, or register: Email coach@mindmeldcoaching.com

Take your communication skills to the next level. Learn how to maximise your influence.

As women, we know how to get things done and get many things done well and efficiently. How can we increase our reach across our organisations and beyond? In this workshop you will learn new tools, build your confidence and overcome barriers to effective communication.

Learning Outcomes:

1. Understand how your thoughts create your communication preferences, and how your preferences help or hinder getting your message across
2. Set clear expectations for work that needs to be done and how it needs to be done
3. Rock your listening skills to connect even more powerfully with others
4. Align your verbal communication with your body language
5. Build your confidence and control by giving you the tools to find the right words in difficult moments

This workshop is for aspiring women who know they have a lot to offer and it's about time the world knew that too.

The Nuts and Bolts of Professional Coaching

Three Day Workshop – 27-28-29 July 2018

Cost \$1250 (plus GST)

For more information, to signal your interest, or register: Email coach@mindmeldcoaching.com

So, you want to be a Coach? Whether it's performance and goal-focused coaching at work, or learning the essentials to set yourself up as an independent Coach, this course will show you what you need to know to be a Coach.

The MindMeld Coaching team, will teach you their coaching methodology and platform of tools to get you started a Coach.



The highly successful MindMeld Coaching methodology has been refined over 10 years working with a Wellington based professional client base. What is unique about our methodology is that it takes the very best coaching tools and fabulise them for a New Zealand professional client base. Coaching is now recognised as an essential business tool for career professionals.

Learning Outcomes:

1. The essential principles behind Coaching
2. What Coaching is and isn't
3. Profound listening skills
4. The fundamentals of coaching and working with clients
5. Techniques for targeting your approach to a client's goals
6. Receive practical experience in coaching and being coached
7. Everything you need to know about setting yourself up as a Coach from professional supervision to building a client base.

This workshop is for:

- Leaders and managers who want to learn the skills of coaching so that their people step up and solve their own problems, with less everyday reliance on you.
- Those working in an allied field to coaching and want to set themselves up with the essential coaching tools to begin the process of using **coaching magic to change lives**.

 **Tempted?** Contact our  **helpful goddess** to find out more, or talk to us directly.
Brenda 021847727; **Kristan** 0274993052.



Brenda Ratcliff is an approved supervisor and member of NZANLP; and member of HRINZ. She is also an approved coach for the Leadership Circle™ 360 tool, and the Inventory of Work Attitude and motivation online diagnostic tool. Brenda is a certified Life Coach, and Multiple Brain Integration techniques coach. For all you lovely public servants, MindMeld Coaching is also an approved All of Government Provider, and on the Leadership Development Centre panel of approved coaches.



Kristan Johnston is a Coach + Trainer + Facilitator working with MindMeld Coaching, he is a Certified Multiple Brain Integration Techniques (mBIT) Coach and is also trained in GROW and Metaphors coaching techniques. As well as having an extensive background in project management, sector engagement and workshop facilitation within the health and disability sector, Kristan is also an accomplished trainer in the MindMeld Coaching suite of training packages.

**"You were born with potential.
You were born with wings.
You were born with ideals and dreams.
You were born with greatness.
You were not meant for crawling, so don't.
You have wings.
Learn to use them and fly."
- Rumi—13th Century Poet**