

MindMeld Coaching Professional Development Calendar 2019

Your invitation to become an even more
fabulous leader!

Our professional development programme is tailored to boost your leadership skills; improve your team performance; deliver on your 2019 work programme; and communicate effectively with your stakeholders.

Workshops:

- **Facilitation** - Advanced Skills in Addressing Conflict, Contentious Issues & Demanding Participants.
Friday 3 May 2019
- **Compelling Presentation Skills** – The Fundamentals of Fabulous Presentations
Friday 14 June 2019
- **Leading Communication Skills for Women**
Friday 28 June 2019
- **Successful Conversations at Work**
Friday 16 August 2019
- **Polished Leadership®**
Friday 18 October 2019
- **The Nuts and Bolts of Professional Coaching**
6-7-8 November 2019



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



"Last year, we had great evaluations from these workshops, with comments on how immediately transferable the tools are into work environments. In a year where you will be asked to deliver more than ever before, come along and learn practical and elegant tools to take you to the next level.

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

One Day Workshop – Friday 3 May 2019

Cost \$595 (plus GST) per person

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 lovely planned process. When you are fronting a room of your peers and stakeholders, these are the essential skills that put you in control, build confidence and deliver the results you seek.

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

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

Compelling Presentation Skills – The Fundamentals of Fabulous Presentations

One Day Workshop – Friday 14 June 2019

Cost \$595 (plus GST) per person

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

Prepare and deliver compelling presentations and feel confident and assured in presenting information to peers and senior leaders in team meetings and scale up these skills to educational seminars and presenting information to the public at stakeholder 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 leaders seeking to boost their presence by using the skills of micro-presenting to get their message across in meetings.

Successful Conversations at Work - How to have those tricky conversations and get the outcomes you seek

One Day Workshop - Friday 16 August 2019

Cost \$595 (plus GST) per person

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

Learning Outcomes:

1. Create the conditions for successful conversations
 - a. How to improve your own self talk to support your self-confidence and decrease limiting beliefs
 - b. How to identify patterns in how we interact with others that are not creating the results we want
 - c. Understand our personal conditioned responses in difficult conversations that may hinder us from our own success, and how we can break free
 - d. Explore the social expectations on 'being helpful or nice', and how that can freeze us in some conversations
 - e. Why the 'easier to do it myself' mindset is actually a trap as it can block the ability to learn key leadership skills of delegation, and inhibit career progress, as well as depleting precious energy
2. Responding effectively in the moment
 - a. Build confidence in saying 'No' to requests, and help set boundaries
 - b. Understanding how your brain responds during a difficult conversation
 - c. Find the right words in difficult conversations, that support your self-esteem and professionalism
 - d. What to do if people won't change, despite all your efforts

This workshop is for anyone who wants to learn the essential skills to increase emotional toughness and decrease the likelihood of getting dragged into more difficult conflict situations.

The Nuts and Bolts of Professional Coaching

Three Day Workshop – 6-7-8 November 2019

Cost \$1250 (plus GST) per person

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 as a Coach.

The highly successful MindMeld Coaching methodology has been refined over 10 years working with clients in the executive leadership space. What is unique about our methodology is that it takes the very best coaching tools and tailors them for a New Zealand professional client base.

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
- Organisations who want to establish an in-house coaching cohort to support their people
- 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**

Leading Communication Skills for Women

One Day Workshop – Friday 28 June 2019

Cost \$595 (plus GST) per person

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

Women - 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 is about time the world knew that too.

Polished Leadership® - Enhance your natural charisma to boost your career success

One Day Workshop - Friday 18 October 2019

Cost \$595 (plus GST) per person

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

What if you could become a more compelling leader in just one day?

Charisma helps leaders set a compelling vision and motivate their people to achieve goals. Leaders often ask how they can create a more engaged workplace. Polished Leadership is the winning combination of charisma, personal power, and integrity, to create outstanding leadership. The Polished Leadership® workshop covers key skills, that people with charisma do and say, which leads others to be inspired in their presence.

Learning Outcomes:

- Connect with others, regardless of status
- The ability to really listen (and remember names easily)
- Confidently put forward views in meetings
- Understand your personal brand to stand out for all the right reasons
- Stay safe and effective while being more visible

You will receive your copy of the book Polished Leadership®, by Brenda Ratcliff, as your workbook for this course, along with your own set of Charisma Cards to self-coach and work with others.

This workshop is for leaders who want to boost their natural charisma and personal power, and balance these with integrity to create a powerful leadership effect.

 **Temped?** Contact our [helpful goddess](#) to find out more or talk to us directly. **Brenda** 021847727; **Kristan** 0274993052.



Brenda Ratcliff is 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. She is also an approved supervisor and member of NZANLP; and member of HRINZ. For all you lovely public servants, MindMeld Coaching is also an approved All of Government Provider, and Brenda is on the Leadership Development Centre panel of approved coaches.



Kristan Johnston is a coach, Trainer, Facilitator focusing on career planning and resilience. 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.