

MindMeld Coaching Professional Development Calendar 2020



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 2020 work programme; and communicate effectively with your stakeholders.

A New Decade, New Fabulous You

Workshops:

1. **Successful Conversations at Work**
February or September – One Day
Monthly Ninety Minute Express Workshops
2. **Mentoring Skills for Managers**
March or July – One Day
3. **Fabulous Presentation Skills**
May or September – Half Day
4. **Facilitation Skills**
February or August – One Day
5. **Leading Communication Skills for Women**
April or October – One Day
6. **Polished Leadership®**
March or November – One Day

Loved by loads of lovely participants!

Any one of these workshops can be tailored specifically to your people, at a group rate, and on a date that works.

1. Successful Conversations at Work

- One Day Workshops – February or September 2020
Cost from \$595 (plus GST) per person
- Ninety-minute express workshops held every month throughout 2020
Cost from \$195 (plus GST) per person

Learning Outcomes:

1. Create the conditions for successful conversations
 - a. Improve your own self talk to support your self-confidence and decrease limiting beliefs
 - b. Identify patterns in how we interact with others that are not creating the results we want
 - c. Explore the social expectations on 'being helpful or nice', and how that can freeze us in some conversations
 - d. 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', redirecting tasks, and setting boundaries
 - b. Find the right words in difficult conversations, that support your self-esteem and professionalism
 - c. What to do if people won't change, despite all your efforts

This workshop is for:

- Anyone who wants to learn essential skills to increase emotional toughness and decrease the likelihood of getting dragged into more difficult conflict situations

Talk to us about dates or a tailored workshop for your team. Email coach@mindmeldcoaching.com

2. Mentoring Skills for Managers

- One Day Workshops – March or July 2020
Cost from \$595 (plus GST) per person

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

Learning Outcomes:

1. The essential principles behind mentoring, and how it applies to the mentor-mentee relationship
2. Plan engaging mentoring sessions which provide tangible outcome for mentees
3. Build the confidence of the manager as mentor to step into their own wisdom
4. Facilitate reflective thinking through the use of story telling, questions, and profound listening
5. Create and encourage ownership of the mentee's professional growth

This workshop is for:

- Leaders and managers who want to learn the skills of mentoring
- Organisations who want to establish or enhance their mentoring capability
- Organisations wanting to implement a mentoring framework

Talk to us about dates or a tailored workshop for your team. Email coach@mindmeldcoaching.com

3. Fabulous Presentation Skills

- Half Day Workshops – May or September 2020
Cost from \$395 (plus GST) per person

Learning Outcomes:

1. How to engage quickly and bond with your audience
2. How people learn and take on new information to help your audience retain your key messages
3. Prepare your information to match what the audience needs to know now
4. Deal with the unexpected and remain calm and in control
5. Body language do's and don'ts of presenting
6. How to let go of your excess nerves and retain just the right amount of 'presentation tingle'
7. Handle questions to facilitate discussion

This workshop is for:

- Presenters wanting to rock out a great conference presentation and leave their audience feeling 'Wow!'
- Leaders seeking to boost their presence by using the skills of micro-presenting to get their message across in meetings
- Anyone who wants to feel confident presenting to peers or senior leaders, or stakeholders

Talk to us about dates or a tailored workshop for your team. Email coach@mindmeldcoaching.com

4. Facilitation Skills

- One Day Workshops – February or August 2020
Cost from \$595 (plus GST) per person

Learning Outcomes:

1. Learn key workshop design skills to help you facilitate your own workshops with stakeholders, senior leaders, network groups or team days
2. Create the right environment - bringing together diverse opinions, encouraging robust discussions 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 on key work programme

This workshop is for:

- Leaders who want to progress their work programme through dialogue with others
- Anyone wanting to build confidence in their facilitation skills to deliver great workshops

Talk to us about dates or a tailored workshop for your team. Email coach@mindmeldcoaching.com

5. Leading Communication Skills for Women

- One Day Workshops – April or October 2020
Cost from \$595 (plus GST) per person

Learning Outcomes:

1. Understand common filters that block your communication and how to overcome them so that your voice is heard
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. Ensure your body language communicates confidence
5. Learn how to speak up in meetings and interrupt powerfully and professionally

This workshop is for:

- Aspiring women who know they have a lot to offer, and it is about time the world knew that too

Talk to Brenda about dates or a tailored workshop for your team. Email: brenda@mindmeldcoaching.com

6. Polished Leadership®

- One Day Workshops – March or November 2020
Cost from \$595 (plus GST) per person

Learning Outcomes:

1. Understand your own “dials of personal power” and how to adjust them for a greater leadership effect
2. How to talk to anyone regardless of status
3. The ability to learn and remember names easily and effortlessly
4. Notice and appreciate your personal brand and how it helps you stand from the crowd
5. Stay safe and effective while being more visible

This workshop is for leaders who:

- Want to boost their natural charisma and personal power, and balance these with their values and integrity to create a powerful leadership effect
- Want to be appreciated for who they really are
- Value diversity and embrace difference

Talk to us about dates or a tailored workshop for your team. Email coach@mindmeldcoaching.com

 **Tempted?** 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 and neuro-linguistic programming (NLP) Master Practitioner and Trainer. 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 member of the MBIE All of Government Provider Panel.



Kristan Johnston is a Coach, Trainer, and Facilitator focusing on career planning and resilience. He is a certified Multiple Brain Integration Techniques (mBIT) Coach and is also trained in 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.

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Our Values: Creativity | Results | Abundance | Delightful | Professional | Honesty