

MindMeld Coaching Professional Development Calendar 2021



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 2021 work programme and communicate effectively with your stakeholders.

A New Year, A New Fabulous You

Workshops:

1. **Successful Conversations at Work** February and September 2021 – One Day Workshop
2. **Mentoring Skills for Managers** March and July 2021 – One Day Workshop
3. **Fabulous Presentation Skills** May and September 2021 – Half Day Workshop
4. **Facilitation Skills** February and August 2021 – One Day Workshop
5. **Leading Communication Skills for Women** April and October 2021 – One Day Workshop
6. **Polished Leadership®** March and November 2021 – One Day Workshop

Any one of these workshops can be tailored specifically to you
and your people with a date that works best for you.
We can deliver our workshops via Zoom, Teams, or your platform.

1. Successful Conversations at Work

One day Workshops – February and September 2021

Cost \$595 (plus GST) per person

Learning Outcomes:

1. Create the conditions for successful conversations.
 - Improve your own self talk to support your self-confidence and decrease limiting beliefs.
 - Identify patterns in how we interact with others that are not creating the results we want.
 - Explore the social expectations on 'being helpful or nice', and how that can freeze us in some conversations.
 - 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.
 - Build confidence in saying 'No', redirecting tasks, and setting boundaries.
 - Find the right words in difficult conversations, that support your self-esteem and professionalism.
 - 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.
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2. Mentoring Skills for Managers

One Day Workshops – March and July 2021

Cost \$595 (plus GST) per person

Learning Outcomes:

1. Understand the essential principles behind mentoring, and how it applies to the mentor-mentee relationship.
2. Plan engaging mentoring sessions which provide tangible outcomes 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.

3. Fabulous Presentation Skills

Half Day Workshops – May and September 2021

Cost \$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.
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4. Facilitation Skills

One Day Workshops – February and August 2020

Cost \$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 the 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

5. Leading Communication Skills for Women

One Day Workshops – April and October 2021

Cost \$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.

6. Polished Leadership®

One Day Workshops – March and November 2021

Cost \$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.

Email helpfulgoddess@mindmeldcoaching.com, about dates or a tailored workshop for you.



Brenda Ratcliff is an experienced and certified leadership coach, facilitator and trainer. Her vision is a world where everyone feels they are joyful, fulfilled, on purpose and contributing at work every day. She is a 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.