



Taking your Business
Above & Beyond

For
**Business Leaders
& Top Managers**

An exciting Business
Leaders Programme

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The aim of the programme is to aid business owner-managers move their businesses forward, achieve High Performance and get the very best out of their people.

The programme comprises 4 half-day business focussed workshops (one per month) and an exciting boating team performance one day in the Solent and 4 one to one business coaching, follow up sessions (one per month) to complete the programme.

The workshops are designed to cover both theoretical learning and the practical application of newly acquired skills and the 1:1 business coaching sessions will enable you to implement and action the development points you need to move your business forward. We probably have all heard about the 80/20 rule, but the 1:1 mentoring sessions and unlimited email support in between, will aim to galvanise action, so that you implement at least 80% of what you have learnt back in the workplace!



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WORKSHOP 1

High-performing Businesses

You will explore what it takes for yours to be a **High Performing Business** and review the **'ingredients' of the most successful organisations**.

You will identify key areas of best practice to focus on, in order to help you achieve your business **vision and goals** and achieve continued growth and success.

You will review the key role of **'Inspirational Leadership'** in helping your team deliver out-performance and benchmark yourself against these qualities.

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WORKSHOP 2

Getting the best out of existing and future Crew members

We will review the characteristics of **Effective Teams** and the conditions necessary for a team to work effectively in your business.

Learn more about what specifically **motivates** you and your people. Essential tips/techniques to keep your people motivated, to achieve high performance and help retain your talent.

Learn techniques on how to **Coach people**, to get optimum performance from them.

You will learn tips and techniques about **Recruitment good practice**. **How to attract, retain and plan for their success**.

Business Leaders Group Boating Day – Navigating you to Success

Delegates are involved in an exciting, group boating activity in the sheltered water of The Solent under the guidance of a professional skipper.

Following a safety brief and navigation skills learning and development sessions, delegates will participate in aspects of a boating team activity, using their Leadership and team skills.

The various tasks carried out are aligned with workshop content to embed the learning and reinforce key messages in a memorable, fun and effective means in this new and exciting environment.

The key areas covered focus on:

- Effective 2-way communications
- The role of the leader/manager
- Creating a vision
- Establishing and measuring KPI's (Key Performance Indicators)
- Use of strategic planning tools
- Assigning roles and responsibilities
- Planning for success – using SMARTER Goals
- Team effectiveness
- Motivating people
- Effective induction
- Good Coaching Skills
- Effective Delegation and Prioritisation
- Managing Difficult and unfamiliar situations

We have included a unique maritime themed sit down lunch, before concluding the day with another team focussed boating activity. See the next page for a more detailed programme.

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WORKSHOP 3

Priority Management / Delegation, for leaders at the helm

Discover how to keep all the business plates spinning! Learn techniques on how to help **accomplish what is really important** and still lead a **balanced life!**

Learn tips to effectively help **Leaders/Managers prioritise, plan, delegate** and the **benefits** of doing so to you and your business.

Regularly steal yourself back at least 2 hours by putting 'first things first' and shrinking the amount of time spent 'fire-fighting!'

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WORKSHOP 4

Performance management – in control during potentially stormy waters

Understand people's different work styles in the workplace and learn how you can make **good relationships even better and less positive relationships good!**

Handling Difficult People & Situations – We will identify causes of conflict in the workplace and learn how to deal confidently with difficult issues, including areas such as absence management and under-performance.

Review how to get the **very best out of team member performance** management discussions and learn about **360 degree feedback** and how this can help benefit you and other managers/team members.



Business Leaders Group Boating Day

Navigating you to Success

PROGRAMME

TIME	ACTIVITY
Start – 8.45am	Meet & Greet! Arrival for Tea/coffee/pastries.
	Welcome & quick overview of the day.
	Team L&Dev Activity: – How to plan a trip! – Using Charts. – Details of how to arrive at your destination. – Now you can Navigate.
	Grab a top up of tea/coffee. Team Activity – Plan your trip!
	Boarding your boat: – Safety brief before boarding. – Issue life jacket/weather gear as appropriate.
	On board roles & responsibilities: – Each person to take their turn to direct the boat.
	A unique maritime themed sit down lunch, then return back to boats.
	Coaching session in 2 different teams, carry out a nautical learning activity. You will have the opportunity to practice your coaching skills on a team member.
	Planned journey back to Trafalgar Wharf. All team members involved in a fun, competitive quiz/game, to win a small prize!
	Return to Trafalgar Wharf meeting room for tea/coffee/cake. Final team photos. Prize Giving.
Finish – 5pm	Debrief & departure.

This is our recommended programme format but on occasion some activities/timings may vary according to conditions on the day.

