



## **Blue Horizon Associates Ltd – Portfolio of programmes**

**Listed below is a selection of our programmes and workshops. To ensure we meet your needs, we are happy to tailor our programmes to your specific requirements. Contact us at 07817 803221 or visit [www.bluehorizonassociates.co.uk](http://www.bluehorizonassociates.co.uk)**

### **A: Programmes for teams - the 'effective team' series**

Whenever a new person joins a team, or a person leaves a team, the team changes. Team dynamics are complex, and teams are made up of talented individuals who can sometimes face big challenges in performing together. Wherever your team is on the development ladder – we can work alongside you to help you to climb to even greater heights of effectiveness.

In recognising this we can offer you and your organisation expert support from the initial start up of a team, through team development, to team maturity. We can help your organisation inspire its teams, achieve the positive team functioning which leads to performance-plus, and then develop the strategies which celebrate every teams' achievements and maintain each team's performance.

We work with teams to facilitate business activity; at the same time helping the team in developing effective ways of working that are sustainable and skills that will remain long after the time we spend with your team.

All our work with teams is individually designed to respond to the your needs and the challenges you're facing. Our focus is on facilitating insightful conversations to create step changes in performance. Our style is highly participative, based on the concept of experiential learning.

If you are establishing a new team we can ensure that you combine all the key elements required for success. We can help your existing teams deal with changes in membership, assess their functioning, identify the origins of any problems and implement a range of practical solutions.

**The 'effective team' series:**

<b>Programme</b>	<b>Summary</b>	<b>Audience</b>	<b>Length of programme</b>
Team Charter – Building commitment to a shared team vision, goals and a passion to deliver	Highly participative workshop that helps the team to define their own ways of working for effective team cohesion. Examines the features of high performing teams. Secures team commitment and ownership of new behaviours through the development of a team charter. Creates a shared team vision, goals and a passion to deliver.	Whole teams	One day
Effective team objectives	Team composition, SWOT, stakeholder mapping, balanced scorecard, defining team objectives, ranking priorities, force field analysis, goal setting, action planning.	Whole teams	One day
Understanding team dynamics – developing team synergy	Includes an audit of team roles/responsibilities; knowledge, skills and experience mapping. Team diagnostic to provide a platform to understand individual workstyles and drivers, strengths and weaknesses. Seeks to establish team synergy.	Whole teams	One day
Improving communications within teams	Includes team communications skills audit. Explores communications networks, clarity, methods, what works/what doesn't, helps team to define their own operating principles for communications. Concludes with action planning to progress outcomes from the workshop.	Whole teams	One day
Developing team safety and support	Assesses current team climate, includes participative safety audit, develops plans to increase the feeling of trust, safety and support within the team. Concludes with action plans o sustain outcomes.	Whole teams	One day
Effective team processes	Reviews existing team processes and develops new ways of working using team, balanced scorecard, develops effectiveness measures to monitor performance against quality standards/outcome measures.	Whole teams	One day
Team creativity and innovation workshop	Highly experiential learning workshop that aims to leave your team refreshed and reinvigorated. Examines how to encourage and increase creativity and innovation within the team, explores a variety of tools and techniques to re-stimulate the creative juices!	Whole teams	One day

## B: Programmes for individuals – building skills, enhancing performance

Our aim is to develop the specific skills to enable individuals to perform well in their roles. Our style is highly participative, based on the concept of experiential learning.

<b>Programme</b>	<b>Summary</b>	<b>Audience</b>	<b>Length of programme</b>
Effective coaching skills	Introduces and develops coaching skills in managers, explores coaching as a developmental technique, coaching models, listening techniques, effective questions, body language, techniques for support and challenge, practical exercises to build skills.	Managers-all levels, with no previous experience of coaching	One day, with option of follow up action-learning set(s) to reflect on practice and embed skills
Assertiveness at work	Helps people to understand assertiveness, includes practical exercises to develop/improve personal skills.	Managers-all levels Admin/clerical staff	Half day
Effective time management	Practical ways to manage workload, stay focussed and prioritise. Includes managing things which 'steal' time, assertive handling of interruptions, effective note taking, email management, mind mapping as a tool to summarise complex information.	Managers-all levels Admin/clerical staff	Half day
Effective presentation skills through storytelling	Explores a new of sharing information using storytelling techniques to make presentations stand out from the crowd and ensure that key messages are understood and remembered, Includes body language, voice, handling nervousness and how to create effective support materials to reinforce key messages.	Managers-all levels, particularly those in leadership positions	One day. Option of subsequent extra day to give delegates an opportunity to practice their new skills and receive feedback.
Coaching in presentation skills for individuals	Individual coaching on presentation skills to build confidence, or for particular high-profile occasions when individuals need to polish their performance	Individuals	Half day
Effective facilitation skills	Explores the role of a facilitator, techniques to encourage participation and group dynamics, handling difficult behaviours, tools to facilitate problem exploration, problem solving and generating creative ideas, the reviewing cycle and tools to facilitate group and meeting reviews.	Managers – all levels	One day

<b>Programme</b>	<b>Summary</b>	<b>Audience</b>	<b>Length of programme</b>
Effective minute-taking	Highly participative and experiential learning experience with twin aims of building confidence as well as skill. Explores the role of the minute taker, listening and summarising skills, working with the chair, agenda management, minuting styles and layouts.	Anyone who needs to sharpen up their minute-taking skills	One day
Working with the media	How to maximise your organisation's profile by using broadcast and written media, understanding how the media works, what makes an effective press release, organising/managing press conferences, building relationships with journalists for strategic advantage.	People who wish to understand the media and improve their media handling skills. For people with minimum experience.	One day
Effective report writing	Includes sorting/structuring information into a cohesive order, use of plain English, mind mapping, note taking with practical and interactive exercises.	Managers-all levels Admin/clerical staff	Half day
Effective communication skills for first line managers	Explores basic principles of communications, overcoming communications barriers, using the right medium, developing your message, non-verbal communication.	Team leaders, first line managers	One day

### **C: Developing leadership skills**

<b>Programme</b>	<b>Summary</b>	<b>Audience</b>	<b>Length of programme</b>
Leadership - Lessons from the world of the elite athlete	Includes staying strong in your self-belief, optimising your motivation, focussing and mental resilience, techniques to manage stress, goal setting to achieve success	Leaders, senior managers in leadership positions	Three days, option of action-learning set(s) to embed skills
Leading change	Understanding change, the emotional journey through change, the change equation, handling resistance, enabling others to cope and move on, how to create a leadership strategy for change that will motivate, persuade and inspire	Leaders involved in managing change	One day
Leadership skills for first line managers	Management styles, motivating your team, managing change and problem solving	Team leaders, first line managers	One day

<b>Programme</b>	<b>Summary</b>	<b>Audience</b>	<b>Length of programme</b>
Team briefing-developing effective organisation-wide communications	Development and implementation of an organisation-wide face-to-face briefing system to provide two-way communication with teams on a regular basis, to counter the grapevine, with the potential to increase commitment and productivity.	Leaders, senior managers in leadership positions	One day
Generating energy and balance to realise potential	A 'well-being workshop' to help managers to create a working environment that encourages staff to fulfil their potential. Develops techniques and skills to motivate and energise. This can boost morale, increase employee retention and job satisfaction, helping your organisation to develop and grow.	Leaders, senior managers in leadership positions	One day

#### **D: Programmes for individuals – developing 'life skills'**

<b>Programme</b>	<b>Summary</b>	<b>Audience</b>	<b>Length of programme</b>
Realising potential	Explores strengths and weaknesses, self-belief, techniques to enhance self-confidence, examines personal values, visioning exercise, goal-setting, action planning, managing stress, CV writing tips.	People who wish to 'move on' with their lives, those seeking fresh challenges, new direction, e.g. seeking employment, renewed sense of self	Two half days and one full day – one month apart
Get real - assertiveness skills	Helps people to understand assertiveness in practice, includes practical exercises to develop and improve personal skills in assertiveness.	Individuals who wish to develop assertiveness skills	Half day
Give us a break	Life balance, self-care, examines/challenges thinking around the 'ideal' mother, examines expectations, explores how to become all you aspire to be.	Mums	Half day