

Rainbow

Consultants

**In-house
Workshop
Programme
2010 - 2011**



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Half day workshops

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1. Changing States



Duration: 🚦 Half Day



Target Group: 🚦 All employees



Max Group Size: 🚦 20 delegates



Investment: 🚦 £500



Facilitator: 🚦 Janice Joannou



Overview

We are each blessed with a limited number of heartbeats in our lifetime. What are you spending yours on? In this fun and highly participatory workshop, you will learn the importance of not wasting your precious heartbeats on things you can't change. Instead you will develop techniques for focusing your energies on changing how you feel about these things!

In this workshop, you will:

- 🚦 Become aware of the impact of change upon your personal wellbeing;
- 🚦 Hear about others' strategies for effectively managing change;
- 🚦 Understand the importance of having a personal vision and setting clear goals;
- 🚦 Learn how to create 'high performance states';
- 🚦 Be able to reframe how you think.

To book this workshop or request further information, please contact:

Name: *Janice Joannou*

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2. Creating High Performance States



Duration: 🚦 Half Day



Target Group: 🚦 All employees



Max Group Size: 🚦 20 delegates



Investment: 🚦 £500



Facilitator: 🚦 Janice Joannou



Overview

Imagine being able to select the most resourceful state for any situation in your life. Supposing you could overcome presentation nerves or be more confident in key meetings, how would that change your life? What new choices would this present to you?

In this workshop, you will:

- 🚦 Identify a context in which you would like to effect change;
- 🚦 Undertake a fun NLP New Code game to create a high performing state;
- 🚦 Apply the high performance state to the context you want to change.

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3. Personal and Career Planning



Duration: 🚦 Half Day



Target Group: 🚦 All employees



Max Group Size: 🚦 15 delegates



Investment: 🚦 £500



Facilitator: 🚦 Janice Joannou



Overview

Are you at a cross roads in your personal or professional life? Do you feel unhappy with your current situation but unsure which direction to take? Attend this workshop if you want to cut through the confusion and create a clear and achievable vision for the future.

In this workshop, you will:

- 🚦 Create a clear, compelling vision for the area of your life you want to change;
- 🚦 Map out the key steps you need to take to achieve this;
- 🚦 Create an action plan to take away and work on.

To book this workshop or request further information, please contact:

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4. Planning for Retirement



Duration: 🚦 Half Day



Target Group: 🚦 Those approaching retirement



Max Group Size: 🚦 15 delegates



Investment: 🚦 £500



Facilitator: 🚦 Janice Joannou



Overview

Are you due to retire in the next 12-18 months? Would you benefit from some support in planning this next, exciting phase of your life so you can really make the most of it? For many of us, even if we are really looking forward to retirement, we can still feel a sense of loss after the initial excitement wears off. We each approach retirement differently and for some, impending retirement represents a significant life change. However, the more prepared we are, the more likely we are to have a successful and enjoyable retirement that allows us to feel happy and fulfilled.

In this workshop, you will:

- 🚦 Clarify what 'retirement' will really mean for you and those around you;
- 🚦 Identify what a successful retirement will be like in the key areas of your life e.g. your relationships, finances, health, hobbies, work, self-development etc.;
- 🚦 Explore what you need to do in order to achieve a successful retirement;
- 🚦 Action plan for success!

To book this workshop or request further information, please contact:

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5. Preparing for Redundancy



Duration: 🚦 Half Day



Target Group: 🚦 Those preparing for redundancy



Max Group Size: 🚦 15 delegates



Investment: 🚦 £500



Facilitator: 🚦 Janice Joannou



Overview

Are you currently facing redundancy and unsure what to do next? Would you benefit from some practical support to regain control of your life? For some people, redundancy is the ‘best thing that ever happened to them’; however, for others it represents a loss or rejection. Attend this workshop if you would like to reframe how you feel about the situation, explore your options and remind yourself of all the skills and qualities that you already have that you can successfully utilise elsewhere!

In this workshop, you will:

- 🚦 Explore what ‘redundancy’ currently means to you and what opportunities it could present;
- 🚦 Identify your desired outcomes and goals e.g. apply for another job; stay healthy and fit etc.;
- 🚦 Assess your strengths and development needs and identify any resources you may need in order to achieve success in the areas you have identified as being important to you;
- 🚦 Create an action plan to take away and implement.

To book this workshop or request further information, please contact:

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6. Effective Meetings



Duration: 🚦 Half Day



Target Group: 🚦 Those chairing or attending meetings



Max Group Size: 🚦 20 delegates



Investment: 🚦 £500



Facilitator: 🚦 Janice Joannou



Overview

Do you seem to spend too much of your precious time in meetings or sometimes wonder what the value was from you attending at all? Do your meetings tend to produce ill-formed outcomes with a lack of follow-up? Do you wish all your meetings had purpose and direction and fully engaged participants? The good news is they can! Attend this workshop and learn some practical techniques that will help you make your meetings much more effective for yourself and others.

In this workshop, you will:

- 🚦 Calculate the real cost of attending meetings;
- 🚦 Identify which meetings you should be attending and which you should ditch (or find alternative ways of contributing to);
- 🚦 Learn some practical tips and techniques for making all your future meetings more productive and enjoyable.

To book this workshop or request further information, please contact:

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7. Performance Management



Duration: 🚦 Half Day



Target Group: 🚦 Managers



Max Group Size: 🚦 15 delegates



Investment: 🚦 £600



Facilitator: 🚦 Janice Joannou



Overview

Would you like to sharpen your skills in managing the performance of your team? Would you benefit from taking time out of your busy schedule to revisit good practice in managing and motivating your staff? Attend this workshop if you are a manager new to performance management or a manager who would simply like to refresh their practices.

In this workshop, you will:

- 🚦 Understand the purpose of 'performance management' and how it fits into the overall framework of your organisation's business plan, strategies and values;
- 🚦 Revisit setting SMART and meaningful objectives that further your team/service plans;
- 🚦 Look at ways of effectively monitoring performance;
- 🚦 Explore ways of dealing with underperformance.

To book this workshop or request further information, please contact:

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8. Business Planning



Duration: 🚦 Half Day



Target Group: 🚦 Leadership/management teams



Max Group Size: 🚦 15 delegates



Investment: 🚦 £600



Facilitator: 🚦 Janice Joannou



Overview

Do you want to create a powerful vision for your business that has the buy-in of your leadership team? Would you benefit from attending a workshop that goes beyond the visioning stage, to leave you with clear steps on how you will achieve this? Do you want to get results in a fraction of the time groups normally spend on business planning? Then this workshop is for you.

In this workshop, you will:

- 🚦 Create a shared and compelling vision of success for a specific date in the future;
- 🚦 Identify the key strands to be included in your plan;
- 🚦 Clarify the key milestones needed to achieve each strand;
- 🚦 Create the framework (and monitoring mechanisms) for your plan, to take away and implement in your services.

To book this workshop or request further information, please contact:

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9. Visioning workshop



Duration: 🚦 Half Day



Target Group: 🚦 Teams/groups working on visioning



Max Group Size: 🚦 25 delegates



Investment: 🚦 £500



Facilitator: 🚦 Janice Joannou



Overview

Are you looking for a fun and innovative way of engaging a group in visioning? Then look no further. This workshop utilises 'Future-basing^R' a powerful process that not only creates a compelling vision for change, but also helps the group map out the critical steps needed to get there. Work with colleagues, partners, clients and others to create a shared vision of success. Works brilliantly with small and large groups and will help you achieve the results you want – quickly!

In this workshop, you will:

- 🚦 Co-create a compelling vision for future success in an area defined by the group;
- 🚦 Identify the key strands that make up that vision;
- 🚦 Map out the critical 'success factors' that will enable the achievement of the vision;
- 🚦 Produce a framework for your action plan to take away and implement.

To book this workshop or request further information, please contact:

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10. Diversity Leadership



Duration: 🚦 Half Day



Target Group: 🚦 Leadership team/directors



Max Group Size: 🚦 10 delegates



Investment: 🚦 £600



Facilitator: 🚦 Janice Joannou



Overview

Do you have a clear and consistent message about diversity that you can articulate to your workforce and customers? Are people clear what is expected of them? As leaders, you are responsible for giving clear strategic direction to the organisation in key areas including diversity. Understanding and promoting the business case for diversity not only allows you to embed diversity within your business, but also helps you enrich your reputation with your staff and customers.

In this workshop, you will:

- 🚦 Formulate a clear business case for diversity, based on your organisation's strategic priorities;
- 🚦 Identify how diversity is connected to and supports other key strategies e.g. leadership, partnership working etc.;
- 🚦 Develop a clear vision on what you want to achieve for your organisation;
- 🚦 Map out the steps you will take to get there.

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11. Enhancing the Customer Experience



Duration: 🚦 One Day



Target Group: 🚦 All employees



Max Group Size: 🚦 20 delegates



Investment: 🚦 £900



Facilitator: 🚦 Janice Joannou



Overview

Do you find that you just naturally 'gel' with some people but with others, you just can't seem to connect? Would you benefit from being able to build more effective relationships with customers, colleagues and others? This workshop is ideal for those of you who want to learn to communicate more effectively with a wider range of people.

In this workshop you will:

- 🚦 Learn how to better manage your own 'state';
- 🚦 Be able to build rapid rapport;
- 🚦 Explore how to reframe challenging contexts;
- 🚦 Be able to put yourself in the customer's 'shoes';
- 🚦 Communicate more effectively.

To book this workshop or request further information, please contact:

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12. Diversity Awareness



Duration: 🚦 One Day



Target Group: 🚦 All employees



Max Group Size: 🚦 20 delegates



Investment: 🚦 £900



Facilitator: 🚦 Janice Joannou



Overview

We are living and working in an increasingly demanding and richly diverse society. How do you ensure that you work effectively with all your colleagues and partners and ensure that you are equipped to confidently meet your customers' diverse needs? Attending this workshop will provide you with some practical ideas on how you can further develop your diversity awareness in a business context.

In this workshop, you will:

- 🚦 Explore how diversity applies to all of us;
- 🚦 Revisit the importance of diversity in the workplace;
- 🚦 Understand why diversity awareness is an essential part of delivering excellent customer service;
- 🚦 Develop some practical steps for promoting diversity in the workplace now.

To book this workshop or request further information, please contact:

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13. Managing Diversity



Duration: 🚦 One Day



Target Group: 🚦 Managers



Max Group Size: 🚦 15 delegates



Investment: 🚦 £1000



Facilitator: 🚦 Janice Joannou



Overview

With greater globalisation and changing customer expectations, we are living and working in an increasingly challenging and richly diverse society. How do you ensure that you effectively manage your diverse teams and at the same time develop services that adequately meet the needs of your diverse customers?

In this workshop, you will:

- 🚦 Gain an overview of the legal and policy context in which your organisation operates;
- 🚦 Understand the business case for diversity and how this furthers your organisation's business objectives;
- 🚦 Explore some diversity challenges in the workplace;
- 🚦 Develop some practical ways to get the best out of all your team members.

To book this workshop or request further information, please contact:

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14. Creating a Wellbeing Programme



Duration: 🚦 One Day



Target Group: 🚦 Those responsible for organisational wellbeing



Max Group Size: 🚦 15 delegates



Investment: 🚦 £900



Facilitator: 🚦 Janice Joannou



Overview

Would you like to have a happier, more motivated workforce with the personal resilience to cope with all the challenges that the 21st Century workplace can throw at them? Are you looking for a strategic approach to wellbeing that helps you advance a whole range of business objectives? Attend this workshop if you would like to create a framework for the design of your future wellbeing programme or would like to redesign an existing programme.

In this workshop, you will:

- 🚦 Gain an understanding of the business benefits of having a strategic wellbeing programme;
- 🚦 Design (or redesign) a wellbeing programme for your organisation that is linked to your business objectives;
- 🚦 Create a process for monitoring the effectiveness of your programme.

To book this workshop or request further information, please contact:

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15. Team Building



Duration: 🚦 One Day



Target Group: 🚦 Teams



Max Group Size: 🚦 15 delegates



Investment: 🚦 £1000



Facilitator: 🚦 Janice Joannou



Overview

Is your team performing at its best? Would you benefit from a day dedicated to a key business challenge? Have you ever wondered how much your team's service delivery would be enhanced if you could work together more effectively? This bespoke workshop will be designed around your team's specific needs and will consist of fun and interactive activities to raise energy levels and help you focus on your future success.

In this workshop, you will:

- 🚦 Decide on a clear, shared outcome you want to achieve;
- 🚦 Determine the success measures for this outcome;
- 🚦 Undertake a range of activities to help you achieve your outcome;
- 🚦 Where appropriate, construct a team action plan and individual personal development plans.

To book this workshop or request further information, please contact:

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16. Appraisal Skills



Duration: 🚦 One Day



Target Group: 🚦 Managers/appraisers



Max Group Size: 🚦 15 delegates



Investment: 🚦 £1000



Facilitator: 🚦 Janice Joannou



Overview

Are you a manager new to employee appraisal or a manager who would just like to refresh their appraisal skills? An effective appraisal motivates, develops, and gives direction to your staff. It also helps you acknowledge their contribution and monitor their performance. Attend this workshop to explore how you can get the best out of your organisation's employee appraisal scheme.

In this workshop, you will:

- 🚦 Examine the purpose and benefits of appraisal in the context of your organisation's performance management framework;
- 🚦 Revisit setting SMART objective and clear performance outcomes;
- 🚦 Explore your current appraisal challenges and how you can overcome these;
- 🚦 Practice planning for and delivering an effective appraisal meeting.

To book this workshop or request further information, please contact:

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17. Interview Skills (recruiter)



Duration: 🚦 One Day



Target Group: 🚦 Recruiters/interviewers



Max Group Size: 🚦 15 delegates



Investment: 🚦 £1000



Facilitator: 🚦 Janice Joannou



Overview

Are you a manager new to employee recruitment or a manager who would just like to refresh their interview skills? Recruiting people with the right skills, values and approaches to work impacts upon your ability to effectively deliver your business objectives. This workshop is designed around your organisation's interview procedures and is intended to be very skills based.

In this workshop, you will:

- 🚦 Understand your organisation's approach to employee recruitment;
- 🚦 Explore real life job profiles/role specifications and determined the most appropriate ways of measuring each criterion and what questions to ask;
- 🚦 Discover the 'top tips' of effective interviewing;
- 🚦 Practice preparing for and running an interview.

To book this workshop or request further information, please contact:

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18. Interview Skills (candidate)



Duration: ✚ One Day



Target Group: ✚ Individuals applying for jobs



Max Group Size: ✚ 20 delegates



Investment: ✚ £1000



Facilitator: ✚ Janice Joannou



Overview

Are you currently applying for jobs either within your own organisation or externally? Would you like to develop your interview skills so that you can increase your ability to secure that new job? Then attend this workshop and learn how to increase your confidence in interviews so that you can perform at your best.

In this workshop, you will:

- ✚ Gain an understanding of the recruitment process and how the interview fits into this;
- ✚ Find out what interviewers are looking for, what evidence is being sought and how you can demonstrate that you meet these needs;
- ✚ Prepare for a job interview and practice projecting yourself confidently;
- ✚ Gain feedback on how you can enhance your performance further.

To book this workshop or request further information, please contact:

Name: Chris Jones

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19. Peak Presentations



Duration: 🚦 One Day



Target Group: 🚦 All employees



Max Group Size: 🚦 20 delegates



Investment: 🚦 £900



Facilitator: 🚦 Janice Joannou



Overview

Have you ever wondered how world class presenters are able to captivate and engage an audience? Would you like to learn some practical techniques that will allow you to take your presentations to an even higher level? Whether you are presenting at a small board meeting or to a large group, this workshop will provide you with just what you need.

In this workshop, you will:

- 🚦 Be provided with some simple frameworks to help you deliver peak presentations;
- 🚦 Explore some 'top tips' for performing at your best;
- 🚦 Prepare and deliver a presentation of your choice.

To book this workshop or request further information, please contact:

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20. Communicating for Success



Duration: 🚦 One Day



Target Group: 🚦 All employees



Max Group Size: 🚦 20 delegates



Investment: 🚦 £900



Facilitator: 🚦 Janice Joannou



Overview

Have you ever wanted to improve the way you communicate with key people in your life? Would you like to reap the benefits of being able to build instant rapport? It has been said that *“the meaning of communication is the response it elicits”* and that *“we are each responsible for 100% of all communication”*. Attend this workshop to find out if this is true and to learn some techniques that are utilised by top communicators across the globe.

In this workshop, you will:

- 🚦 Learn about the importance of ‘unconscious communication’ and of creating a positive intent for your interaction;
- 🚦 Practice the art of building and maintaining effective rapport with others;
- 🚦 Develop your awareness about what is really being said;
- 🚦 Learn how to get your message across more effectively.

To book this workshop or request further information, please contact:

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