

Astara Coaching



Welcome

Welcome to the second edition of our newsletter.

In this newsletter we are focusing on the team at work. There is no escaping that unless you work for yourself, you are likely to work in a team. Team dynamics can be complex but here we will give you some hints on how to get the best from your team. So we will take you through “7 steps to leading your team to peak performance” giving you tips on how you as a leader, can get the best from your team. We will describe Action Learning Sets as an ideal way to develop team working, skills in goal setting, SMART action planning, facilitation and management skills – so that your team can work productively and autonomously. We will also reflect on leadership and how developing your skills as leader can give you greater presence and influence and allow you to lead the team to get results.

We hope you enjoy the articles and of course, would love to hear your views and ideas for future articles. Please send to info@astara-coaching.co.uk and one lucky reader will win a free two hour coaching session and learning styles report worth over £200!

Contents

Main articles

Welcome	1
7Steps to leading your team to peak performance	2
Do you have leadership presence?	3
What is Action Learning?	4

Individual Highlights

Practice Management training	2
The importance of vision	3
Chance to win coaching session!	4



7 Steps To Leading Your Team To Peak Performance

Step 1: Have a Clear Vision

Define a very clear vision for the team linked to organisational objectives. In communicating the vision to team members use clear, simple language and be honest. This develops understanding of the situation and builds trusts.

Step 2: Ask Questions

Ask open questions to team members so they can think about how they can deliver the vision. If employees come up with the solutions themselves they are more likely to be committed to the action. This also confirms to you as the leader, that they understand the vision and goals. Subsequently, you can ask them to update you on the outcomes to keep you abreast of what is going on. Ask about process and possible solutions when the outcomes are not as expected.

“Teams that perform optimally fully understand one another’s strengths and weaknesses and team members ensure the right person is doing the right job.”

Practice Management Training

Due to popular demand we are pleased to announce that we are offering NEW TRAINING DATES for our highly acclaimed programme, “The Essential Management in General Practice”, aimed at new Practice Managers, Deputy Practice Managers and Senior Admin staff.

DATES AND VENUES:

14th January, 9.30-4.30 – Bristol (TBC)

30th January, 9.30-4.30 – Chudleigh Town Hall, Devon

10th June, 9.30-4.30 – Summervale Medical Centre, Ilminster

17th June, 9.30-4.30 – Castle Place Practice, Tiverton

26th June, 9.30-4.30 – Chudleigh Town Hall, Devon

1 July, 9.30-4.30 – Bristol (TBC)

Please contact Yvonne@astara-coaching.co.uk for more information

Step 3: Let Others Speak

In high performing teams, team members feel they are equal in terms of being able to communicate and contribute ideas. Leaders should encourage team members to contribute to the agenda.

Step 4: Listen

High performing teams have members who listen carefully to others, allowing them to speak without interruption. This creates a team that feels valued by all and allows members to fully contribute.

Step 5: Work To Strengths

Teams that perform optimally fully understand one another’s strengths and weaknesses and team members ensure the right person is doing the right job.

Step 6: Tackle Poor Performance but Avoid Blame

Leaders of high performing teams do not tolerate members who are not contributing positively. As a leader who has been clear about goals, it is your responsibility to ensure they are followed through and address where appropriate. In doing so, it is important not to blame. Work out what has gone wrong and learn from it. And never publicly blame individuals – whether directly or indirectly.

Step 7: Be Confident and Consistent

As a leader you need to demonstrate confidence and be consistent with your team. This builds trust and respect and also builds confident, autonomous teams.



Leadership – Do You Have Leadership Presence?

Leadership is vital to ensure that groups or organisations work together to meet challenges and achieve goals.

Good leaders have many personal qualities and skills such as vision, positivity, good communicators but essentially leaders also need to have credibility and respect from team members in order to truly influence and lead the team to results.

Many people in leadership positions are comfortable with some of the leadership skills required. In fact, many were appointed to these positions due to their staff management, technical or visionary skills. However, it is apparent that many struggle with the transition from being a manager or expert in a given area, to being seen as a leader.

That's why here at Astara Coaching we have developed the programme, "Unlock Your Leadership Power", which focuses on leadership qualities, your personal leadership branding and how to encapsulate this so that you have confidence, credibility and presence as a leader.

Training Dates and Venues:

- 2nd December 2013, 9.00am-12.30pm, Long Sutton Golf Club (TA10 9JU) – **SPECIAL PRICE: £65**
- 25th February 2014, 9.00am-12.30pm, Castle Place Practice, Tiverton (EX16 6NP) - £85
- 24th April 2014, 9.00am-12.30pm, Chudleigh Town Hall (TQ13 0HU) - £85



The importance of Vision

In almost every article I write giving tips for success, vision (vision and organizational objectives) seems to be key.

So why is vision so important?

1. It describes what needs to be achieved
2. Vision supports goal setting
3. A clear and concise vision sets standards and guides performance
4. It helps you to prioritise what is important from what is urgent
5. It inspires enthusiasm in staff, particularly if they understand the why
6. It guides behaviour of employees

Do you know what your organizational vision is? If not, act now!

Your Chance to Win a Free Coaching Session!

We would love to hear what you thought of our first newsletter plus any ideas you have.

Please email us at: info@astara-coaching.co.uk

Remember one lucky winner will receive a free 2 hour coaching session!

(To be drawn 31 December 2013)

Subscribe to our free newsletter!

Get access to special offers for subscribers and articles to increase performance at work. Visit our website to sign up.

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BUSINESS PERFORMANCE SOLUTIONS

What is Action Learning?

I am often asked what Action Learning Sets are and how they can benefit teams.

An Action Learning Set (ALS) is an accelerated learning tool in which a group (or set) of usually 6 people will meet regularly to critically reflect upon current work issues and identify solutions to them. These sessions are action focused and will require review of these actions at subsequent sessions.

The sessions are facilitated and techniques to promote reflection, developing solutions and SMART action planning are introduced to the set to ensure that appropriate actions to work issues are identified. These issues can range from individual issues such as struggling with workload, difficulties with members of staff or needing ideas to deliver a specific project to group issues such as dealing with organisational change or developing business ideas to survive the economic climate. Management models are also shared so that members have the knowledge and skills to deal with issues on an ongoing basis also.

It is recommended that each set has 6 days of facilitation over a course of 6-8 months. This will support the set to come together as a cohesive team and allow the skills learned during the Action Learning set to be sufficiently practised, so that by the end of the sets, each member will:

- Have working knowledge of coaching skills
- Have effective facilitation skills
- Be reflective of their practice (and adjust behaviours accordingly)
- Understand the importance of goal setting
- Understand and apply SMART actions
- Have a toolkit of management models to apply to future scenarios
- Have increased confidence in the workplace
- Be more effective in their work role

Action Learning Sets are a fast way of developing team building, developing team skills and increasing productivity at work. Often sets continue after the formal sessions on a self-facilitated basis (due to the skills they have developed) which is indicative of how beneficial individuals, teams and organisations see Action Learning Sets.

As a special offer for our 'Team Issue' Action Learning Sets have 1/3 off the usual price – saving you a massive £1,300 per programme.

This is only £433 per member for 6 full days learning and facilitation

This offer is for programmes commencing in December and January only.

So GET IN TOUCH NOW as spaces are limited!!!

Contact Yvonne@astara-coaching.co.uk for more information.