

PositiveworksTM

[Positive People = Positive Results]



COACHING



Helen Whitten, founder and Managing Director of Positiveworks, has practised as a coach for 12 years and has gained Association for Coaching Accredited Coach status. Her coaching programmes generally consist of 3-6 focused sessions and enable clients to achieve their goals.

RECENT EVENTS Helen is a regular contributor for journals including *Stress News*, *Croner's Managing People* and *Red*, and has been quoted in many journals discussing work-life balance, stress management and emotional intelligence.

Positiveworks have partnered with Leading Minds, Lebanon, to offer programmes for organisations in Beirut. Helen has run a Leadership for Women and an Information Management workshop; Keren Smedley has run a workshop for doctors and consultants on doctor-patient communication skills; and John Abulafia on presentation and communication skills.

Diane Carrington and Helen Whitten have developed an innovative and highly practical **Job Coaching Toolkit** for Business in the Community to enable volunteer job coaches to support homeless people back into the workplace.

A **Coaching Toolkit** can also be tailored for managers to coach direct reports, for peer coaching, mentors coaching Apprentices, or for social workers – in fact anyone who needs some practical coaching exercises.

Helen Whitten and Keren Smedley have also provided coaching during a 3-day retreat at Sudeley Castle for Business Action on Homeless to empower emotionally damaged women and help them lead a positive and fulfilling life.

News about Positiveworks: Exciting ways we can help you develop potential in individuals and teams

Positiveworks Development Programmes

COACHING - FACILITATION - TEAMBUILDING - TRAINING

Positiveworks again provided sessions for PWC New Managers' Conference at Eurodisney on 'Being a Positive and Healthy Role Model' as a manager.

Positiveworks continue to offer innovative and effective coaching and training programmes to organisations in the public and private sector in the UK and worldwide.

Workshops, Facilitation, Coaching, Training and Consultancy to help managers and organisations develop effective human behaviours for high performance and creativity.

Team Performance and Creativity

Develop creativity in your teams applying the Herrmann Thinking Preference model to develop creativity and communication. These workshops break through conflict, old habits and group think to help individuals and teams communicate effectively and perform at their peak.

Men and Women at Work: The Creative Mix

Programmes to enable men and women to leverage unique contributions, diversity of thinking and approach to achieve broader perspectives on everyday business challenges. Strategies to enable organisations to motivate and retain women through senior positions.

Facilitation

We can facilitate your meetings and away days.

Age Discrimination

Coaching, Training and Consultancy to support the integration of the Age Discrimination Regulations 2006 and age-inclusive behaviours.

Education

Programmes for schools and colleges in study skills, emotional intelligence and confidence through inductions and workshops.

Tailored online surveys

Online surveys to measure change on organisational, diversity and stress issues regarding the working environment,

diversity and inclusion. These surveys are tailored and can be carried out before and after a workshop to measure change.

Strategy

Put Positiveworks to work in your business! Shirley Redpath, MBA, has joined the Positiveworks team to help clients apply the tools and techniques of personal performance in strategy and planning sessions. By combining her focus on helping the team achieve real business results with the Positiveworks' focus on developing individual and team performance, we are able to help clients obtain maximum benefits from their investment in the management team.

Personal Effectiveness Modules

Communication – communicating with and influencing colleagues and customers
Creativity – models to think out of the box

Diversity – awareness and integration programmes on diversity issues

Education – study and revision skills, confidence building, train the teacher

Emotional Intelligence – harness and manage emotions for high performance

Health, Energy and Wellbeing – reduce sickness and develop stamina and energy

Image and Impact – professional dressing and impact

Information Management – Mind Mapping, Speed Reading and Memory Skills

Leadership Development – vision, influence and strategies to motivate others

Management Development

Programmes – tailored modules

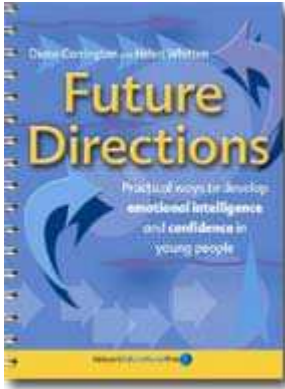
Positive Thinking and Stress Management – models to manage stress and think positively

Presentation and Public Speaking presentation coaching for greater impact

Selling Skills – applying emotional intelligence to the customer experience

Work-Life Balance – strategies to prioritise and to focus on what is important

Products and Profiling



Both Diane Carrington and Helen Whitten were constantly being asked by adult participants on workshops “Why didn’t we learn these skills when we were younger?” and so decided to act and have written

FUTURE DIRECTIONS: Practical Ways to Develop Emotional Intelligence and Confidence in Young People published in November 2005 by Network Educational Press, £24.99. The book contains practical exercises and strategies for teachers, mentors, parents and coaches to help young people leave school and enter the workplace with confidence.

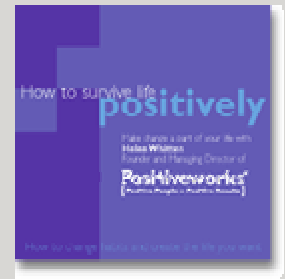
AGE MATTERS: EMPLOYING, MANAGING AND MOTIVATING THE OLDER WORKFORCE by Helen Whitten and Keren Smedley will be published by Gower in June 2006, £70.00. This book includes strategies and training programmes for HR Departments and Line Managers to integrate the requirements of the Age Discrimination Regulations October 2006 in order to leverage performance and potential of the older workforce in the light of the demographics of an ageing population.

Buy the **MindManager Pro 6** from our website to help integrate the practice of Mind Mapping and develop new and creative ways of thinking and working.

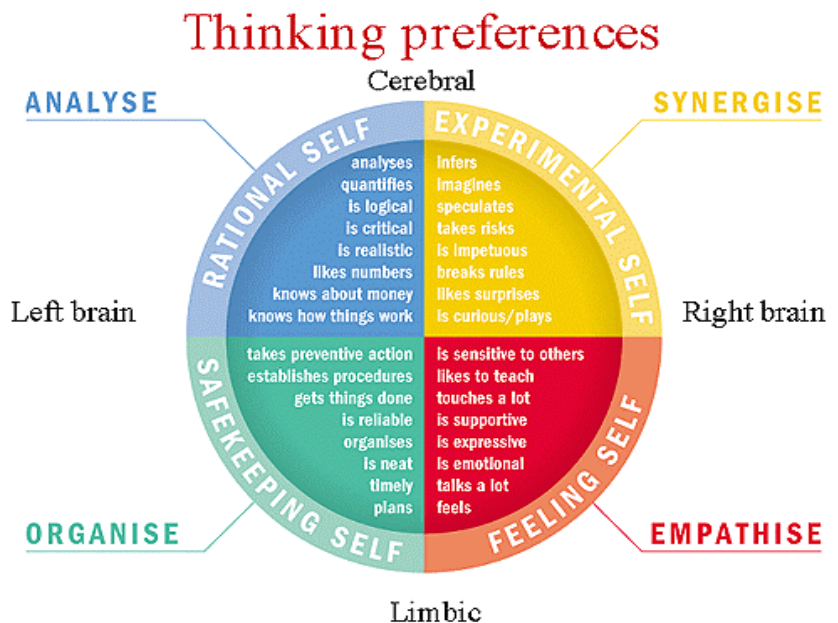


HELP YOURSELF TO A BETTER LIFE CDRom on Work-Life Balance
A 7-step programme to achieving a balanced quality of life and work.
£10.00 plus p & p

HOW TO SURVIVE LIFE POSITIVELY Audio CD – strategies to manage stress and develop emotionally intelligent methods to manage life and work.
£10.00 plus p & p



LAUNCHING YOURSELF Interactive software for young people. This innovative self-help programme is designed to help young people feel confident in leaving school and entering the workplace.
Price on demand.



Herrmann Thinking Preferences: Profiling individuals and teams to assess thinking preference and apply it to improve communication, teamwork, creativity and performance. £105.00 per head.

Success Dynamics Personality Survey – a powerful profile assessing Dominance, Influence, Stability and Compliance and identifying personality style, management and communication style to help an individual understand themselves and others so as to enhance performance and communication. £105.00 per head.

Order products and profiles on-line at www.positiveworks.com

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Coaching Toolkit

activities, exercise and information to help you run effective coaching sessions

Suitable for all types of Coaching

Developed by experienced coaches Helen Whitten and Diane Carrington

Whether you are a coach, co-coach, peer-coach, management or life coach this Toolkit is a must!

Trialled and tested models with instructions for immediate practical use
Takes you step by step from first session to last.

In 5 Parts:

Section 1: The Early Sessions

Section 2: Lifeskills

Section 3: Managing Difficult Situations

Section 4: Career Development

Section 5: Ready for the Future

Visualising the Career Journey

Start with the end in mind. Create a storyboard. In Box No.6 draw a picture or write words to symbolise the life you want to be living in a years time. Be positive and without fear but also work on Specific Measurable Achievable Realistic Timed goals. Then in Boxes No.1-5 draw or write down words to symbolise the actions and events that will help you get there.

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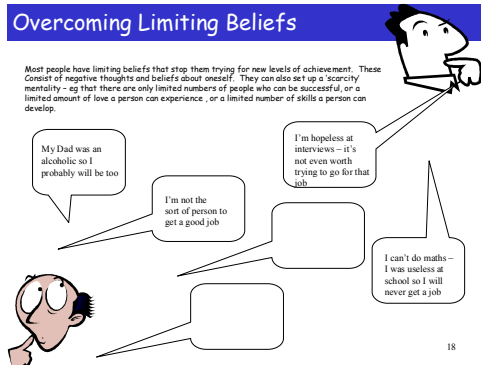
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Overcoming Limiting Beliefs

Most people have limiting beliefs that stop them trying for new levels of achievement. These consist of negative thoughts and beliefs about oneself. They can also set up a 'scarcity mentality' - eg that there are only limited numbers of people who can be successful, or a limited amount of love a person can experience, or a limited number of skills a person can develop.



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