



Windsor Academy Trust

Windsor Business Centre
Trinity Point
High Street
Halesowen
B63 3HY
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www.windsoracademytrust.org.uk

First Steps to becoming highly effective

For teaching and non-teaching staff

Six twilight sessions (4.15—5.30pm) throughout the year

Are you always as effective as you would like?
Do you always prioritise the “big” things in life and work?
Would you like to improve your relationships so that everyone “wins”?
This programme will help you to develop in a range of areas which will enhance your personal effectiveness. You will develop capabilities to use in home life and as you develop on your pathway to leadership in schools.

Overview:

This professional development programme has a proven structure encouraging you to engage with some inspiring reading and then reflect upon your role and competencies to lead in an educational setting. Over the weeks you will take responsibility for the learning of the whole group, presenting to one another, developing creative learning opportunities and building a network of supportive colleagues from similar settings. Together you will explore the powerful changes you can first make in self leadership, before you can most effectively lead others.

Intended outcomes:

- Learn about being pro-active and beginning with the end in mind
- Develop successful relationships, thinking about the viewpoints of others
- Improve your listening skills
- Overcome thinking patterns that can sabotage your success
- Look for creative and win-win opportunities
- Manage your time more effectively - urgent versus important
- Respond positively to setbacks and challenges

This programme can be attended by teaching and non-teaching staff since the focus is on personal effectiveness and readiness for leadership.

Cost: £195 in total for all six sessions

The course is delivered by Jan Rudge, an established leadership trainer and coach and you will use Stephen Covey’s book, “Habits of Highly Effective People”. A free copy will be provided for each delegate !

Delivered in our purpose-built training and conference facility at the Windsor Business Centre, Halesowen, B63 3HY



“ The structure of the programme was really unique with colleagues delivering sessions on the ‘habits’. It led to some very creative presentations and lots of practical activities. I feel prepared for leadership!”

“ I think about things differently now—Habits like “Be Proactive” and “Begin with the End in Mind” have really helped me to prioritise my workload. Thank you so much!”

Programme Dates for 2019/20

Thursday 7th November
Thursday 23rd January
Thursday 27th February
Thursday 2nd April
Thursday 7th May
Thursday 11th June

To book
email businesscentre
@windsoracademytrust.org.uk