Proposal for [Company name]

Supporting your teams through the new ways of working. Some practical management strategies – leadership half day session

Our understanding of your needs:

An interactive online half day session for leaders in the organisation to help them meet some of the challenges of supporting and leading their teams in a virtual / hybrid environment. The session should support authentic and compassionate leadership development and give some practical tools to help leaders have better conversations and help themselves and their teams be more productive, reduce their stress and increase their wellbeing in the new ways of working.

Proposal for workshop

Length: Half day session (3.5 hours with breaks)
Number of delegates: Up to 20 delegates
Tech: Delivered via Zoom or Teams using breakout rooms

Title: Supporting your teams through the new ways of working: Some practical management strategies

This interactive workshop will use some of the Shapes Toolkit coaching and productivity tools to equip leaders with some practical tools and strategies to help them support their teams more effectively in the new ways of working.

During the session delegates will:

- Consider the specific causes of stress and fatigue amongst their teams in the new ways of working (including virtual fatigue, isolation, issues around hybrid working etc)
- Explore what happens to our performance under increased pressure and the neuroscience of why this happens
- Find out how our brain's 'threat' detection system can trigger us into our 'fight flight or freeze' zones in which we don't behave as we'd like to and can respond in unhelpful ways

- Explore how our thinking (for example about change and uncertainty) can trigger this unhelpful behaviour in ourselves and our teams
- Examine how they can change their thinking to get out of this 'stress zone' and help their teams to do the same
- Use the Prioritisation Grid to help get control of their workload and explore some productivity hacks which will help them and their teams work smarter
- Look at how to stay within their Zone of Power – taking control of what they can control and how they can help their teams use this powerful tool to get unstuck
- Get some practical tools which will enable them to have transformational conversations with their team members

Resources: Delegates will receive downloadable handouts and worksheets relating to the different Shapes used (In the Corner, Zone of Power, Prioritisation Grid and Stressors Hexagon) which they can then use with their teams.

Cost: The cost for this session will be £x plus VAT.

If you'd like to book a follow up half day session, providing the second half of the Shapes Toolkit training, the cost for the two half days would be £x plus VAT

Please contact us if you wish to discuss the costings or content – we would be very happy to alter this to meet your requirements. Please find further details of the Shapes Toolkit in the document below.

Best wishes

Dr Rachel Morris

rachel@wildmonday.co.uk
0771 3254892

The Shapes Toolkit Programme

The Shapes Toolkit is a breakthrough resilience training course for professionals in high stress jobs trying to do their best in the new ways of working and who want to stay resilient and thrive at work even through uncertainty and change. They may feel overwhelmed with work and worried about the mental and physical wellbeing of themselves and their colleagues.

The Shapes Toolkit uses seven different key productivity, resilience and coaching tools to help people find a pathway through these difficult times, take control of their workload, increase their wellbeing and change their response to stressful situations.

It was designed by Dr Rachel Morris, a GP who knows what it's like to work on the frontline in high stress environments. We have been delivering this to doctors and other professionals all over the country over the past two years and it has transformed how people approach situations and how teams work together. You can find more details later in this document.

We able to deliver the full Shapes Toolkit Programme in a number of different ways:

- **As a one-day interactive face to face course** for up to 16 delegates per day. Find out more here https://www.shapestoolkit.com/shapes-toolkit-for-organisations

- **As two half-day interactive online virtual sessions** (held either on 2 consecutive days or a week apart) for groups of up to 40 delegates. Find out more here https://www.shapestoolkit.com/shapes-toolkit-for-organisations

We also have the following shorter sessions available:

- **A two-hour online Shapes Workshops** focussing on one aspect of resilience – e.g. wellbeing, time management, the stress response, coaching and managing stress in ourselves and others.

- **Hour long inspirational webinars and keynote talks** on topics such as 'How to stay mentally fit at work', '6 rules for coping with COVID' and 'How to beat burnout in the new ways of working'. Find out more here https://www.shapestoolkit.com/webinars-for-organisations

What is the Shapes Toolkit?

The Shapes Toolkit is a series of easy to use coaching and productivity tools, delivered through workshops, one-to-one coaching or online training that can help managers and their teams become more resourceful and resilient in the workplace.

Each Shape represents a simple model that can be used by individuals as a prompt to help them navigate issues of resilience in the workplace, for example, using the prioritisation matrix when they feel overwhelmed with work. They also provide a way to support people with important one-to-one conversations. As they are visual and tangible, they provide a way for people to speedily identify a way of thinking that will work for a specific situation. As a consequence, they will be empowered to be more **proactive, productive and resourceful.**

How does it help?

Through using the Shapes Toolkit, delegates will be able to:

- Prioritise their time and workload
- Recognise when they are heading towards burnout
- Increase their own wellbeing
- Identify and change the things that cause them stress at work
- Change their reaction to stressful events
- Have better conversations with their teams
- Take control of things that they can control
- Identify when they are stuck in unhelpful patterns of behaviour, taking the 'victim' mentality

What our clients say:

"Do it - fantastic and essential" Senior Manager, City and Guilds Group

"I like having the training from a doctor. It was good to get the perspective of another (more stressful) profession and it gave our

"It was the best training I've ever done honestly!" Delegate feedback, October 2020, Cambridge University Press

"Overall the results are great – team motivation, sense of team pride and belief

discussions some weight. On some courses the psychology can seem gimmicky" Senior Manager City and Guilds Group

all have increased significantly since the programme" Elizabeth Cater, Managing Director, Centre for Evaluation and Monitoring, Cambridge

"We found the webinar extremely useful and helpful with some good tips for how to cope in these times. Will definitely try and do some of the things suggested. Also, it felt very proactive to have these webinars arranged and delivered to us. And it felt like the company is worried and cares about our mental wellbeing in these unprecedented circumstances - so thank you so much for looking into these and making these a must attend event. Very positive feelings about these! We look forward to the next webinars!"

Delegate from large engineering organisation, Feb 2021

The Shapes Toolkit can be delivered in a variety of different ways:

1) Shapes Toolkit – Flagship programme

The Shapes Toolkit is a series of wellbeing, resilience, productivity and coaching tools to help busy Professionals thrive in their work. The programme can be delivered for different cohorts: managers and then team members or the whole team together. Find out more here https://www.shapestoolkit.com/shapes-toolkit-for-organisations

The Shapes Toolkit can be delivered in a number of different ways including face to face, virtual online group and e-learning options

- **As a one-day interactive face to face course** for up to 16 delegates per day. This day covers all the Shapes in the Toolkit.

- **As two half-day interactive online virtual sessions** for up to 16 or 32 delegates (held either on 2 consecutive days or a week apart)
    - **Session 1**: This session examines how stress effects our performance, looks at the main causes of stress in primary care, and how to recognise when you or your team are showing signs of stress. We think about the neuroscience of stress - how we can be hijacked by our amygdala and respond negatively to events, using the 'In the Corner' shape to change our response and reduce our stress.
      We use the Zone of Power to help take more control of the things that we do have direct control over and use the Prioritisation Grid to help get control of our time and workload and help ourselves and our teams prioritise their work and increase their focus and productivity.

    - **Session 2:** This session uses the Vortex of Busyness to examine how we can become overwhelmed by work, working harder and harder and leaving no time to look after ourselves. We look at the wellbeing factors which will help us to work better by getting a good work life balance and staying mentally fit.
      We use the Drama Triangle to examine how we can get stuck in a victim or rescuer mentality – feeling helpless, or like we have to do everything for our teams. We then use the Coaching Pentagon to learn how to escape the Drama Triangle and have transformative conversations to help us and our colleagues solve our own problems.

2) Shapes Toolkit Individual Workshops

The Shapes can also be delivered in shorter two-hour workshops (either face to face or online) with a particular emphasis

Shapes #1 **Feel calmer, live better**:

How to Escape the Vortex of Busyness and Stressed.

Become Less

This session focuses on wellbeing and changing our reaction to stressful situations.

Shapes: Vortex of Busyness, The Corner

Shapes #2 **Take control of your time and work**:

Increase your productivity.

This session focuses on productivity, how to separate the urgent from the important, how to prioritise your time, increase your focus and take control over your workload.

Shapes: Prioritisation Grid, Zone of Power

Shapes #3 **Supporting your teams without the drama**:

How to empower your staff through taking a coaching approach

This session focuses on how to help individuals get out of victim mentality and solve their own problems. It is ideal for people who act as a mentor, manager or leader and who want to have more effective conversations to support their teams to thrive at work.

Shapes: Coaching Pentagon, Drama Triangle

Shapes #4 **How to conflict well and influence people:**

This session focuses on conflict, why it is difficult and how our negative 'stress' reactions make us avoid it. We look at why constructive conflict is important and how to influence and negotiate with others without ruining the relationship and how we can change our own response and take control. We focus on 'Get out of the Corner' and 'The Drama Triangle'.

Shapes: The Corner, The Drama Triangle the Zone of Power.

3) The Resilience Team Academy Membership for Busy Leaders

This is a membership community for busy managers who are concerned about the welfare of their people and is a flexible, low cost way for managers to get the full Shapes Toolkit Programme in bitesize chunks together with extra community support, webinars and resources so they can get a happy and thriving team.

The membership will teach managers how to use the Shapes Toolkit coaching and productivity tools in one to one conversations and team meetings and provide videos and short activities to use in these meetings so they can increase the productivity, wellbeing and resilience of themselves and their teams. Find out more here https://www.shapestoolkit.com/resilient-team-academy

Each member will get access to the core content lessons, coaching demo videos and resources teaching about the Shapes Toolkit.

In addition, every month they will receive:

- One short bitesize video and activity template to use in a team meeting to focus on a particular issue with their teams
- A Deep Dive Live Masterclass webinar so they can understand how to use the Shapes Toolkit further
- A live Q&A '10 in 10' session
- A dedicated community discussion forum where they can interact with likeminded peers, get community support and advice, share resources and interact with the Shapes Coaches.
- A dedicated online members area where they get access to all the Shapes resources – worksheets, handouts and workbooks
- A licence to use all the Shapes Toolkit resources.

4) Webinars and Keynote talks

We are able to provide hour long keynote inspirational talks on topics such as:

- How to beat burnout in the new ways of working
- Staying mentally fit at work
- 6 rules for coping with the COVID crisis
- How to manage stress and anxiety through difficult times
- Staying focussed and productive working from home
- How to support your team through the new ways of working without burning out yourself
- Having conversations that count
- How to be Happy at Work
- How to create time and headspace in your busy life
- How to work well in hybrid teams

Content can be discussed, and bespoke talks can be created for your organisation. Find out more here https://www.shapestoolkit.com/webinars-for-organisations

5) The Shapes Ambassadors programme - ongoing training for peer group support and facilitation

To ensure that the Shapes Toolkit can be used effectively and to help embed the training into your organisation, we can also train and supervise 'Shapes Ambassadors' – delegates who have completed the Shapes Toolkit training who have a special interest in using the Shapes to support their colleagues and want to facilitate some peer support groups.

We will train them to run ongoing 'Shapes Sets' (peer support groups) within your organisation where colleagues can bring live issues and problems to work through in the group. We provide training, tools, supervision and support for these 'Shapes Ambassadors'.

Shapes Ambassadors training

Each Shapes Ambassador will attend a one-day face to face, or two half day online Shapes Ambassadors Workshops (having previously attended a Shapes Toolkit Workshop). They will be provided with training in group facilitation and given the tools they need to run a successful peer Shapes Set. They will then attend two group supervisions over the next six months to support them as they run the Shapes Peer Support Sets within the area. Ongoing support and training is available on an annual basis. Please contact us to discuss costs rachel@wildmonday.co.uk

Each Shapes Ambassador will receive:

- One day interactive training workshop
- Training workbook and resource sheets
- Downloadable online Shapes Worksheets and resources
- License to use the Shapes Toolkit
- Two online group supervisions (recommended yearly)
- Access to online Shapes Ambassadors Group
- Email access to Wild Monday Facilitators for advice and troubleshooting

Who is Wild Monday?

The Shapes Toolkit was created by Dr Rachel Morris, a GP with a background in Medical Education who has founded Wild Monday. She developed and ran the 'Doctor as a Professional' course for the University of Cambridge, School of Clinical Medicine before training as an executive and team coach.

Rachel is also a tutor at the University of Cambridge for the Post Graduate Certificate in Medical Education at the Institute for Continuing Education.

Rachel is Director of Leadership Courses for Red Whale, a large GP training organisation and has co-authored and developed their 'Lead. Manage. Thrive!' and 'Working at Scale' Courses for Primary Care teams. She travels all over the country lecturing about resilience and leadership to professionals in high stress jobs.

She is also the host of the popular podcast You Are Not A Frog for professionals in high stress jobs which has recently reached number 21 in the Apple UK Business Podcast chart.

Training for Wild Monday is delivered primarily by Dr Rachel Morris plus her team of Associates. If you have any questions at all about the Shapes Toolkit, please get in touch with Rachel or find out more at our website www.shapestoolkit.com

E: rachel@wildmonday.co.uk
m: 0771 3254892

The Shapes are:

Shape	What is it?	How does it help?
The Stressors Hexagon	The 6 causes of workplace stress.	Enables people to identify the potential causes of stress in their workplace and make changes necessary
The Vortex of Busyness	The 8 'Ways to wellbeing' and signs of stress	Enables teams to have conversations to increase their wellbeing and recognise when colleagues are heading towards burnout.
The Prioritisation Grid	The Urgent / Important time management matrix	Helps people to prioritise their workload and to set aside time to deal with the important things first
The Coaching Pentagon	The TGROW Coaching model	Enables managers to have empowering conversations in which team members are able to solve their own problems.
In the Corner	How we react badly when stressful things happen (and our amygdala has taken over)	Helps team members recognise what triggers them to become stressed, and change their reaction to stressful events
The Drama Triangle	The Karpman Drama Triangle – identifying when you are stuck in a game as either a victim, a persecutor or a rescuer	The drama triangle helps people to identify when they are taking an unhelpful role, be it as persecutor, victim or rescuer. It helps them move away from a victim mentality and helps empower others to do so.
The Zone of Power	The things you have control over, and the things that you can't control	This empowers teams to take more responsibility over the things that they can control and enables them to be more proactive.