

Mentoring and professional development



Cygnus

Is everything in
your organisation's
garden rosy?

Working *with*
TEAMS *towards*
a better future



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Identifying the need

We work with both the health care and corporate sectors for the development of effective working in teams. Much of the impact of the health care sector is felt in the smaller teams, such as hospital departments or general practice. In the corporate sector it may be the sales or project management teams. Problems occur where individual autonomy is eroded.

We can offer help within those teams in certain areas that we have identified, by discussing, supporting, challenging and advising about the issues involved.

These issues include

- Change management
- New contracts
- New targets and initiatives
- New environment
- New directions
- Transitional times for groups
- Partnership changes
- Role changes
- Leadership development
- Taking on new staff
- Times of difficulty
- Partnership or departmental dispute

- Stress and time management
- Communication problems
- Dealing with difficult people

We know that these issues affect everyone to a greater or lesser extent and the solution of any of them would greatly enhance the working of your team. This applies equally in business as in health

What are the benefits?

For your team or organisation

- More effective team-working
- Getting the right people for the right job
- Identifying and satisfying training needs
- Improving communication
- Less staff turnover and improved morale

Who will benefit?

By paying attention to the functioning of the smaller team both the individual and the organisation benefit. In both health care and business, healthy team functioning will help the directors, managers, team leaders and members of the team. As a result the organisation will experience better morale, improved recruitment and retention of staff, with more commitment to their objectives.

For the individuals involved

- More ownership of working conditions
- Feel supported in their work
- More effective and autonomous at work
- Influencing changes
- Developing leadership

How do we go about this?

Much of our work is designed with the organisation and its individuals in mind, and so our initial meeting is exploratory to discover exactly what are your requirements and the extent to which you would like our involvement. After that we will design with you an outline plan which could be as follows:

- Determine the structure and function of the organisation
- Overview of the organisational requirements
- Individual interviews
- Facilitation of group meetings to determine organisational and individual objectives
- Report and recommendations (if required)
- Evaluation of the programme

After the report and recommendation stage, you may require us to work with you further in the achievement of your aims and objectives. This may include:

- Group facilitation
- Working with specific issues
- Developing leadership and communication
- Working with individuals in a mentoring capacity
- Monitoring progress for both organisational and individual parameters
- Overall evaluation of the programme

Evaluation of your programme

We are keen to see that you get value for money and return on your investment by carefully evaluating the results, outputs and outcomes of the programme which we decide on together.

At Cygnus we have developed an excellent team of qualified practitioners which assures the quality of our interventions and the positive impact they will have on you and your team.

Our method of working

We will adapt what we do to the needs of the individuals and organisation. These are some of the tools of our trade

- Team-building and facilitation
- Appraisal and individual and organisational goal setting
- Individual mentoring and coaching
- Workshops
- Leadership
- Professionalism & communication
- Time and stress management
- Learning sets
- Skills development
- Problem solving & action planning
- Diagnostics
- Personality profiling (Myers-Briggs)
- Learning style profile
- Team functioning assessment

CONTACT US

If you are interested in our services or would like any further information, please contact us or fill in the registration form overleaf

Registration of interest

TeamWork



Yes, I would like to apply for further information

I would be interested in being contacted to discuss my requirements/those of my organisation

The most convenient time to contact me is: _____ on day(s): _____

Please complete your details below and fax back to: **+44 (0)1342 3211099**

Personal details (please write clearly in capital letters)

Title _____ First name _____ Surname _____

Company/organisation _____

Position _____

Address _____

Postcode _____

Telephone _____ Fax _____

Mobile _____

e-mail address _____

Signature _____ Date _____

Where did you hear about this course?

ASME AMEE BMJ HSJ Cygnus website Google Direct email

Magazine/journal (please state) _____ Other (please state) _____

Cygnus run a range of other courses/services please tick to receive further information:

- | | | |
|---|---|--|
| <input type="checkbox"/> Introduction to Mentoring Skills | <input type="checkbox"/> Academically Validated Mentoring Skills Course | <input type="checkbox"/> Mentoring Skills for Appraisers |
| <input type="checkbox"/> 1-1 Mentoring | <input type="checkbox"/> Mentoring in Medicine Conference | <input type="checkbox"/> Mentoring Towards revalidation |
| <input type="checkbox"/> Mentor Training | | <input type="checkbox"/> Set up and Management of Mentoring Schemes within Organisations |
| <input type="checkbox"/> Away Days | | |

Cygnus Mentoring & Professional Development, 79A High Street, East Grinstead, West Sussex RH19 3DD



Phone:
+44 (0) 1342 321172



Fax:
+44 (0) 1342 321199



Email:
caroline@cygnusmentoring.co.uk



Web:
www.cygnusmentoring.co.uk

Director & Course Organiser: Dr Peter Harborow, MB BS, MRCS, LRCP, DLO, Dip Cours
Business & Event Manager: Caroline Harborow

Course ref: TMWK