

WELL  
PREPARED  
TRAINING

# MOVING FORWARD

Support for Leaders



# LEADER HANDBOOK

## Quick Wins

WELL  
PREPARED  
TRAINING

This is a brief guide, with practical suggestions, to help smooth the disruption all leaders are experiencing post-crisis.

### FOCUS AREAS FOR YOU:

- Re-examine the value of check-in conversations with your teams
- What is likely to have changed?
- How do you support your teams in a different world?
- Get valuable insight from your people
- Identify steps to get your teams back to peak-performance
- Take advantage of quick tools to develop your vital skills and behaviours

### KEY POINTS TO CONSIDER:

- How many individuals were furloughed vs. how many worked from home?
- Pre-empt different experiences and potential conflicts between people
- Concerns about returning to the workplace
- Increased emotional needs – help develop resilience, coping and communication skills
- What other resources are available to you?

As a leader, help your teams navigate the complexities of a changed workplace



# LEADER HANDBOOK

## Quick Wins

WELL  
PREPARED  
TRAINING

Your teams have a mirrored version of this guide in their 'Team Handbook' to maximise your conversations.

## WHAT'S IN THIS GUIDE?

- 01 A [structured approach](#) to help you navigate some of the initial complexity you may be facing with your people
- 02 An outline of the '[Leading Through Complexity](#)' learning modules to support you with practical tools during change
- 03 An overview of the '[Bitesize Learning](#)' modules available in the '[Team Handbook](#)' to support each individual's return to a changed workplace

PAUSE

RESET

SUPPORT

- Take time to pause, talk and listen to each other's experiences
- Reset the environment for your team to transition as smoothly as possible
- Identify what support you and your team need in a time of complexity

Use the tools in this handbook to  
help you as a leader



# YOUR LEADER TOOLKIT

## Pause & Reset



You can apply this in 'virtual' or 'face-to-face' environments.  
Your quick guide to make conversations more impactful.

### PAUSE - reconnect on a human level

What was it like during lockdown for you? What was your biggest challenge?

What was the most difficult part of being furloughed or working from home?  
What was the best part?

Are there things you're worried about as we all return to the workplace?

### RESET - what is the way forward?

As the Government's phased return to the workplace will be complex at times, what needs to be different for you now we're back?

What are some of the habits that we had as a team that we don't want to come back to? Why?

What do you hope will be the same? Why?



# YOUR LEADER TOOLKIT

## Support

WELL  
PREPARED  
TRAINING

### SUPPORT - what needs to be done?

What do you think we'll need as a team? What else might change?

How can we make the most of this experience? What should we do?

What do you need from me? Let me share what I need from you.

**Set 2 or 3 actionable goals to refocus and drive results.**

### WHAT ELSE?

Remember to fix a date and time for your next check-in conversation.

Be curious. Talk to other leaders; share experiences and insight.

Don't forget to review the available learning modules to ensure you get the support and tools you need.



# LEADER LEARNING MODULES

## Leading Through Complexity

WELL  
PREPARED  
TRAINING

Modules to provide vital support for team leaders.

### FORMAT

- 4 x virtual 2 hour sessions
- Pick the sessions that suit your needs
- Available to leaders and supervisors only

### HOW TO BOOK

Please speak to your HR team to book your place on the next available module

#### EQUIP YOUR PEOPLE TO 'RESET'

This session will help you support your teams to adjust and excel

#### GET COMFORTABLE WITH UNCOMFORTABLE CONVERSATIONS

This session will help you speak assertively and deliver difficult messages

#### LEAD YOUR TEAM THROUGH CHANGE & UNCERTAINTY

This session will help you navigate the impact of the 'Coronacoaster' and adapt to change

#### TAKE CARE OF YOURSELF AND YOUR TEAM

This session will help you build personal resilience and lead people forward



# BITESIZE LEARNING MODULES

## For Your Team Members

WELL  
PREPARED  
TRAINING

### Modules to build essential skills at a challenging time.

#### FORMAT

- 4 x virtual sessions 90mins
- Pick the sessions that suit your needs
- Available to all team members

#### HOW TO BOOK

Please speak to your manager & HR team to book your place on the next available module

#### WORKING WITH CHANGE & UNCERTAINTY

This session will help you develop ways to handle pressure during times of change

#### TIME MANAGEMENT- MAKE EVERY MINUTE COUNT

This session will help you take control of your day and feel confident you can achieve what's needed

#### SPEAK & BE HEARD RIGHT NOW

This session will help you articulate your ideas in an effective way. Learn to say no when it's needed

#### TAKING CARE OF YOURSELF

This session will help you with tools to build your resilience during difficult times

# TESTIMONIALS

WELL  
PREPARED  
TRAINING

“ I’ve got absolutely no doubt that your training and shifting my mindset are the reason for the success here so thank you very much! ”

“ You made a great impression on me, suffice to say one of the best external trainers I have come across, and I have experienced a few over the years. ”

“ I have had the most amazing feedback about your course from (name) today. He was really complementary and said that he is now actively applying your techniques in his retrospective meetings with his team and pulling them back on track. ”

 [info@wellpreparedtraining.com](mailto:info@wellpreparedtraining.com)

 Sara Hickman  
M: 07736 165318

 Rhi Baxter  
M: 07546 029623