

STEVE BLADES COACHING

NEWSLETTER – June 2011

Introduction

Welcome to this edition of my newsletter which aims to inform you about my work and share some insights. I continue to see individual coaching clients. Some come through organizations but increasingly as funding for this becomes tighter clients are self funding. Some of these have been recommended by GPs to deal with work related issues. I suspect that this is a trend that will continue so if you would like more information please contact me.

Teams

Most people work in teams and there is no doubt that they often provide very rewarding and productive experiences. However, good teamwork does not just happen and there are a number of factors which seem to be making achieving high performing teams more difficult. My work with GP practices and other teams has highlighted high workloads, part-time working, multisite working, shortage of space, the rise of electronic communication and externally imposed change as some of the key factors. However there are a number of steps that can be taken to improve the functioning of teams. I am running workshops on effective teams which will explore

- What makes an effective team
- The impact of different styles on teams
- Stages of team development

Effective Teams Workshops

For GPs, practice managers, admin staff, practice nurses, community staff and others who work in teams within the NHS

Tuesday 20th September or Wednesday 9th November 1.30 – 4.30
Trinity Centre, Gosforth High Street
Cost £55 per person

To reserve a place e-mail steve@stevebladescoaching.co.uk

Please contact me if you would like me to run this workshop for your team or to explore other ways in which I might work with you to support your team's development.

Leadership

In my last newsletter I wrote about my planned GP Leadership Course. The aim is to provide an introduction to leadership that is relevant to all GPs and that is based in the realities of primary care. The programme includes discussion of issues from participants own situations. The first day of the initial course went very well and a second course is planned.

GP Leadership Course (2 days)

Thursday 6th October and Thursday 3rd November 9.00 – 4.30
Trinity Centre, Gosforth

Cost £250 including refreshments and course materials

Please contact me for further details, to reserve a place for this programme or to find out about alternative dates.

Top Tip

How many e-mails are in your Inbox? The answer when I run time management workshops varies from less than 10 to thousands and the mountain of e-mails is one of the most common causes of workload feeling overwhelming. The most effective way of dealing with e-mails is summarised in these key steps

- Set aside blocks of time during the day to go through e-mails
- Quickly scan new e-mails and delete those that require no action
- Deal immediately with those that can be dealt with in less than 2 or 3 minutes.
- Move those that have been dealt with that you need to keep to a folder so that they can be quickly located if needed.
- Store attachments in folders outside your e-mail system to reduce the capacity utilised.
- As well as folders for storage set up a folder called something like “Action Needed” with subfolders that have headings appropriate to your main areas of work.
- Move any e-mails that you need to return to into the appropriate Action folder and set aside time to work through these.

Contact Details

Steve Blades 07764196398

steve@stevebladescoaching.co.uk

www.stevebladescoaching.co.uk