

SOFT SKILLS **FOR** LEADERSHIP



The **soft skills** of leadership shouldn't be hard!

We know that your soft skills can make all the difference to your effectiveness as a leader – being able to engage your team, give feedback, develop their capability, and feel confident in your approach to leadership. So, the Australian Secondary Principals Association has partnered with educational leadership coaches from BTS Spark to offer a suite of coaching programs specially designed to develop your soft leadership skills, whether you are a new or established Principal, a Deputy or Assistant Principal or a Head of Department.

ONE-TO-ONE COACHING SUPPORT

This is learning at its most personal and relevant. You will be matched with a top quality professional coach who is passionate about supporting you to make the changes you want. You can expect them to quickly understand your context and to be someone you can talk to openly about sensitive and difficult issues.

A RESEARCHED COURSE

Each 5 month coaching program is full of insights, strategies and exercises, drawing on the latest leadership research. Online pre-work ahead of each coaching session will help you to apply these insights and tools in your school context. You and your coach will then be able to build on your reflections to get the most from your coaching sessions.

PROFESSIONAL DEVELOPMENT FOR BUSY PEOPLE

Most school leaders we work with are time poor. They want professional development that is targeted to their needs and accessible when they need it. They don't want the disruption and expense of leaving their school to attend a training day. Coaching offers an alternative on-the-job learning experience, where you can schedule coaching sessions at times to suit you and apply your learning immediately on the job.

Soft Leadership Skills for Established Principals

No matter how long they have been in the role, great principals keep on fine-tuning their leadership skills. This program gives you the chance to refresh and develop your leadership through working with a professional leadership coach. You will start by reflecting on your leadership, discuss your insights with your coach and then co-create a coaching journey to meet your needs, typically drawing from two of the modules below. Your coaching sessions will help you both to widen your leadership skillset and to tackle immediate challenges you are facing.

Influencing Others

How to really engage those in your team and develop rapport with your stakeholders by understanding other people's perspectives.

Giving and Receiving Feedback

Supporting you to develop the skills and confidence to hold feedback conversations that result in positive change.

The Coach in Me

Introducing the essentials of coaching, how to hold coaching conversations and helping you to uncover your natural coaching style.

Breaking Through Difficult Relationships

How you can improve your relationships with challenging people by changing patterns of misunderstanding and power dynamics.

Inspirational Leadership

Uncovering your core values and bringing these to life to create a compelling vision that will inspire.

Leading Change

Being clear on the difference you want to make and how you will bring this to life using the full range of change levers.

Leading Improvement

Using the breakthrough thinking cycle to avoid falling into the five common traps that limit school improvement efforts.

Innovation Thinking

How to see issues in new ways and challenge your school's thinking, using the three I's of inquisitiveness, insight and influence.

Personal Resilience

How to manage your state and respond with authority and empathy under pressure.

Building My Leadership Style

Bringing your whole self into your leadership, warts and all, to develop a leadership style that is uniquely yours.

'Cheaper than leaving school for training, and so much more effective – I learnt the tools, tried them out and refined my approach with my coach. Brilliant!'

AUDIENCE

Established Principals

COURSE FORMAT

5 coaching sessions with online learning

PRICING

\$995 (30 minute coaching sessions)

\$1,495 (60 minute coaching sessions)

Soft Leadership Skills for New Principals

COURSE OVERVIEW

This program supports newly appointed Principals to make a successful transition into their new school, make sense of their new context and establish themselves with colleagues.

MODULES COVERED

- First 100 Day Wheel
- Establishing milestones & ways of working
- Mindtraps that limit my leadership
- Coping with the pressures of the role
- Building key relationships
- Dealing with challenging individuals

OUTCOMES

- Getting clear on priorities for action
- Becoming aware of how you deal with pressure
- Learning how to manage your state
- Reflecting on your core values and how to build these into your leadership brand
- Using the 3 B's model to get clear on the Building Blocks, Buy In and Behaviour you need to make your vision a reality
- Identifying key relationships that you need to invest in
- Being more confident in working with challenging individuals



SESSION ONE:
The First
100 Days

SESSION TWO:
Thriving from the
Beginning

SESSION THREE:
Juggling Multiple
Demands

SESSION FOUR:
Picking my shots

SESSION FIVE:
The Motivation
Challenge

AUDIENCE

Newly appointed Principals

COURSE FORMAT

5 coaching sessions with online learning

PRICING

\$995 + GST (30 minute coaching sessions)

\$1,495 + GST (60 minute coaching sessions)



Soft Leadership Skills for Deputy/Assistant Principals

COURSE OVERVIEW

This coaching journey supports Deputy Principals and Assistant Principals to be at their most effective, influence others and hold their authority.

MODULES COVERED

- Reflecting on my influencing skills
- Building my leadership presence
- Maintaining my authority
- Exploring what holds me back
- Managing up
- Difficult conversations
- Managing conflict

OUTCOMES

- Being aware of different influencing approaches and how to maximise them
- Getting clearer on what kind of leader you want to be
- Understanding the 'mindtraps' that limit your effectiveness and confidence as a leader
- Knowing the impact you want to have across the school
- Being more confident working with your principal
- Developing some strategies for working with more challenging people



SESSION ONE:

An influencing audit

SESSION TWO:

Presence and authority

SESSION THREE:

What holds me back

SESSION FOUR:

Managing up

SESSION FIVE:

Managing conflict

AUDIENCE

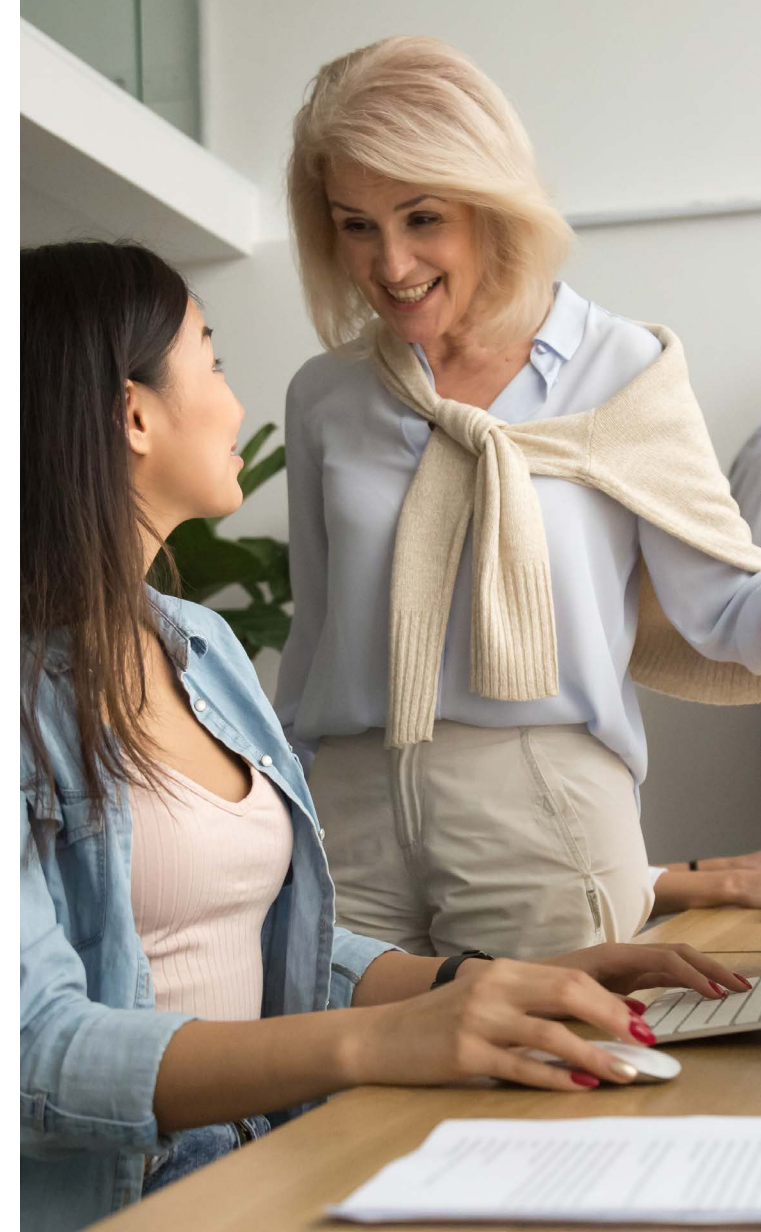
Deputy principals and assistant principals

COURSE FORMAT

5 coaching sessions with online learning

PRICING

\$995 + GST (30 minute coaching sessions)
\$1,595 + GST (60 minute coaching sessions)



Soft Leadership Skills for Heads of Department

COURSE OVERVIEW

This program is designed to help heads of department to engage, motivate and involve their teams. It gets to the heart of how you can have most impact in your school by getting the most from your team.

MODULES COVERED

- Reflecting on my leadership
- Framework for powerful conversations
- Building trust
- Powerful questions
- Find out what makes others tick
- Difficult conversations
- Engaging my team

OUTCOMES

- Learning how to engage others
- Gaining the ability to stay open and resourceful with challenging people
- Understanding inclusive leadership and how to engage people differently
- Learning effective questions that get to the root of individuals' concerns
- Feeling confident giving sensitive messages in a powerful way
- Knowing how to run a team meeting that engages others



SESSION ONE:
Powerful
Conversations

SESSION TWO:
Presence and
Resourcefulness

SESSION THREE:
Powerful
Questions

SESSION FOUR:
Having the Difficult
Conversation

SESSION FIVE:
Engaging My
Team

AUDIENCE

Heads of department/headteachers

COURSE FORMAT

5 coaching sessions with online learning

PRICE

\$995 +GST (30 minute coaching sessions)



How our coaching works

SCHEDULING YOUR COACHING

Coaching offers flexible learning at times to suit you. Whilst you are given a full year to complete your coaching program, we recommend that coaching sessions are booked every three weeks. This allows sufficient time to apply learning in between sessions whilst maintaining momentum. You will have access to your coach's online calendar to book your coaching sessions. You can reschedule a session if you need to, providing you give 24 hours' notice. When your session is due to start, it is your responsibility to ring your coach. If you miss a coaching session or reschedule with less than 24 hours' notice, we still need to pay our coaches, and you will be charged 70% of the coaching fee for that session.

VIRTUAL COACHING

We use technology to support your coaching experience. You will be given password-protected access to our online learning system, both to schedule your coaching and to download pre-work materials. All coaching is done via telephone (unless requested otherwise). This not only keeps our coaching affordable; feedback from those we coach consistently shows that they have been surprised how phone coaching created just the right environment for them to reflect, free of other distractions. Phone coaching is rapidly replacing face-to-face coaching as the preferred coaching method.

ONLINE LEARNING

We want you to get the most from your coaching with us. This is why we ask you to complete online pre-work before your coaching session. Your pre-work will help you to reflect on your upcoming coaching session, introduce you to relevant leadership models and encourage you to start applying these to your context. You are asked to commit one hour to your pre-work before every coaching session. Many participants find that, over time, their pre-work modules form a valuable leadership resource, which they can share with colleagues or refer back to when needed.

What are **you** waiting for?

**You can enrol and start coaching at any time,
whether you are an individual or a group.**

To enrol in a coaching program or for more information:-

- Enrol online via this [link](#) or at www.bts.com/spark
- Ring our Program Manager Cathy Wilson on 0429 122 898
- Email spark.australia@bts.com

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