

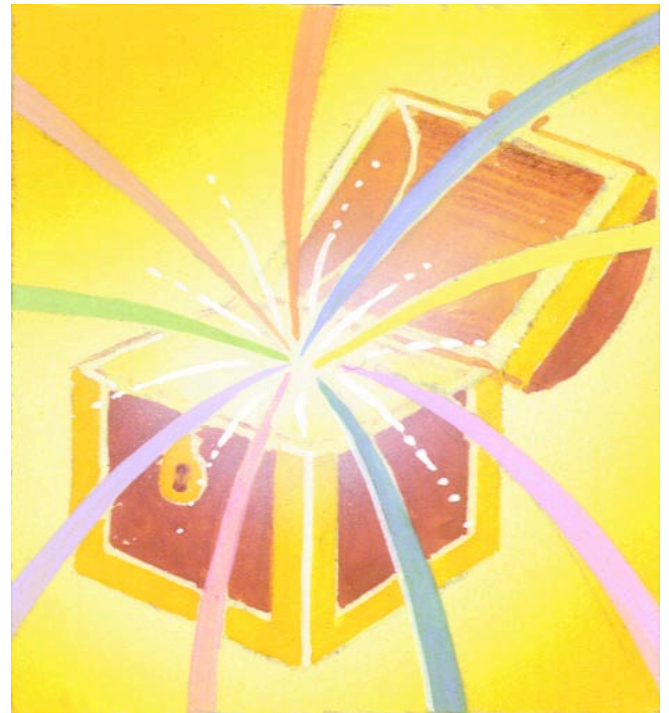


Presentation & Workshop Synopses

2011



the
Worklife
Company



The following synopses provide you with an overview of the presentation or workshops delivered by Lynne Copp, Founder of The Worklife Company.

Each of these workshops can be delivered as:

- Short 1-Hour Presentations
- 90-minute to 2 hour workshops
- 1 day workshops
- 2 day workshops, seminars and retreats
- 1:1 Coaching



Lynne Copp, Founder of The Worklife Company, is an internationally acclaimed inspirational speaker, coach and author who presents on The Future of Work, Worklife Balance and 'Lipstick Leadership' Career Development for Women.



Lynne has appeared on TV and Radio and writes extensively. She published 'I'm glad I spent more Time at Work' and now, Dancing 'Round the Handbags.



She has worked with companies like Google, Microsoft, Hewlett Packard, IBM, Government and Public Sector. Lynne is an internationally recognised expert in worklife balance, wellbeing and gender communication; an inspiring speaker and coach who not only creates motivation for change, but also delivers solutions relevant to today's business, people and customer environments.



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The Future of Work

Becoming a leader of the future

The World of work is changing and leaders must behave and lead their organisations differently if they are to succeed into the 21st Century. Too many organisations still deliver against short-term targets, and out-of-date management practices. What is emerging? What are the trends? What are the key skills, competencies and behaviours that future leaders will need to have? What will organisations of the future be like?

During this presentation, Lynne Copp will share the leadership trends impacting business and how the role of the modern leader is paramount to business change and success.

Session Objectives

As a result of this presentation you will:

- Improve your understanding of the dying and growing leadership trends
- Understand the strengths, competencies and behaviours that will future-proof your leadership
- Be inspired to make changes in your business and career
- Understand what makes a great place to work

This session promises to be inspiring, developmental and the opportunity for you to take time out to focus on your future success.



The Future of Work of Work for Women in Leadership

A Lipstick Leadership™ Workshop

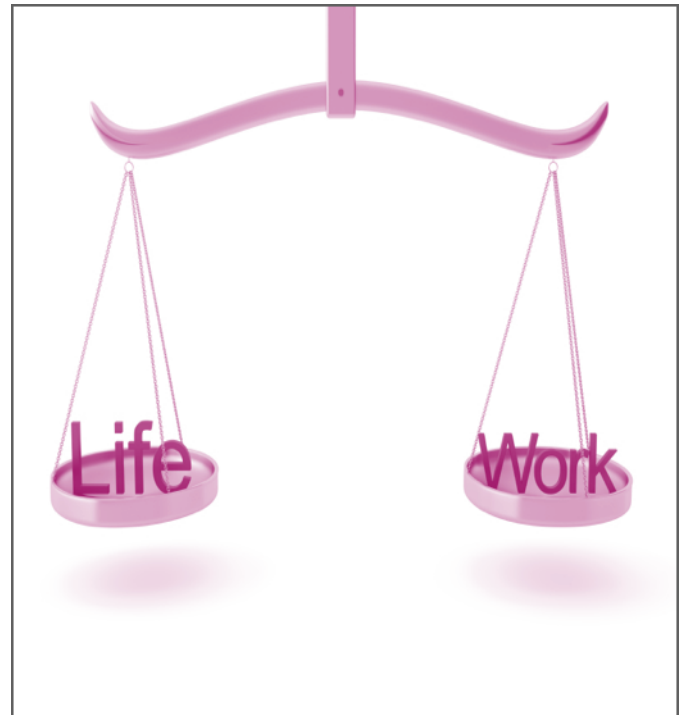
A major piece of research was launched in 2010 to identify, document and report the key determinants of excellence in female leadership. The data is compelling. What makes a woman succeed in an organisation? What is the future of leadership and what do women do that will accelerate the change? Is it her skills, her competencies, her values or something completely different? What are the key differentiators that will help a woman to become successful in her own career and life? What strategies does she use to ensure that she uses her unique abilities?

Session Objectives

As a result of this presentation you will:

- Improve your understanding of the dying and growing leadership trends
- Understand the key approaches that already successful women use
- Be inspired to make changes in your career and life to ensure balance as well as success

This session promises to be inspiring, developmental and the opportunity for you to take time out to focus on your future.



Stop Juggling & Start Balancing Work and Life

A Worklife Balance Workshop

Lynne Copp has supported organisations to create inclusive workplaces that balance work and life for over 20 years. This inspirational and motivational presentation will not only provide you with a clear understanding about worklife balance, but will also provide you with the tools and practices to achieve it at an organisational, team and individual level.

Session Objectives

During this presentation, Lynne will:

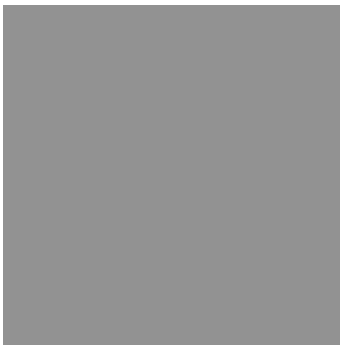
- Present details of women in the world today and current research into worklife balance in Europe and beyond
- Identify what is worklife balance

and what creates imbalance

- Share best practice solutions that support worklife balance
- Provide you with the tools and resources to measure worklife balance in you and your team
- Inspire you to the business and personal case for worklife balance

This session promises to be inspiring, developmental and the opportunity for you to take time out to focus on your worklife balance and how to make effective change in your work and life.

Time to stop juggling, and start balancing work and life!



Dance Your Best Life!

A Dancing Round the Handbags® Workshop

Dancing Round the Handbags® is a life changing book and workshops that aims to support hard-working businesswomen to dance to their own tunes and find balance between work and life. This book has just won the prestigious Brit Writers' Award 2011, for Non Fiction. As part of this presentation, Lynne will share her inspiring concept for women.

The Dance

Chapter 1 in the book is 'The Dance'. The Dance is a metaphor for what women do each day; dance to the tunes of others. These are all the day-to-day tunes that either project women towards their purpose and goals, or hold you back, creating imbalance, stress and guilt. The multiple roles of mother, wife, boss, friend, daughter, lover, cook, and colleague etc. means that a woman sometimes dances to too many tunes all at once. This often results in rarely having time for self, soon forgetting her own dreams and doubting her unique potential; her own music.

The Handbag

The handbag in this book is a metaphor for being female and the remaining Chapters are different handbag items; each being a metaphor for varying aspects of a woman's work and life. For example,

The Mirror chapter explores your image; how you see yourself, The Lipstick chapter explores how women mask stress to show resilience and coping ('putting on a brave face') and The Diary chapter explores work/life time and priorities. The handbag represents a different facet of you; who you truly are, and who you can become.

By reviewing your dances and de-cluttering your handbag, you will return to the dance floor of life, to dance to the tunes that you want to dance to.

Session Objectives

During this presentation, Lynne will focus on you to:

- Understand all the tunes that you dance to in your life
- Understand what creates imbalance in your life
- Understand the aspects of the Handbag that will help you to improve your work and life
- Help you to set goals for future success

This session promises to be inspiring, developmental and the opportunity for you to take time out to focus on your future success.

Isn't it time to Dance Your Best Life?



Making a Splash!

A Career and Self Progression Workshop

First presented at HP's EMEA Women in Leadership Council, to IBM's Women in Leadership Council and to Women in Technology, Lynne will share her insights and stories to make this presentation not only a catalyst for change, but also insightful and motivating.

A mixture of assertiveness, personal branding, goal setting and effective communication, this session supports women to gain clarity about their direction and how to make a splash in their career.

Session Objectives

During this presentation, Lynne will focus on you to:

- Understand the female leadership practices that are emerging
- Build your confidence and self-belief

- Understand how to play to your strengths
- Take risks, promote yourself and develop your personal brand
- Find mentors, role-models and sponsors for your career
- Develop your elevator pitch, communicate effectively and build networks for advancement
- Take risks, promote yourself and develop your personal brand
- Help you to set goals for future success

This session promises to be inspiring, developmental and the opportunity for you to take time out to focus on your future success.

What are you waiting for? Jump in!



My Brand, My Career, My Way!

A Career and Self Branding Workshop

First presented at HP's to IBM's Women in Leadership Council and to The Merseyside Police NOW Conference, Lynne will share the trends for career development from a female perspective. During this short workshop, you will learn the skills of projecting yourself, raising your visibility, developing your personal brand, overcoming blocks and inspiring yourself towards success. This session supports women to gain clarity about how to project their career and as a result will set goals and plans for career development.

Session Objectives

During this presentation, Lynne will focus on you to:

- Understand the female leadership practices that are emerging
- Understand risk, performance and

inspiration

- Understand how to play to your strengths
- Promote yourself and develop your personal brand
- Find mentors, role-models and sponsors for your career
- Develop your networks, marketing plan and personal goals

This session promises to be inspiring, developmental and the opportunity for you to take time out to focus on your future success.

What are you waiting for? Smash that ceiling!



timeout

A Worklife Balance Workshop for Managers

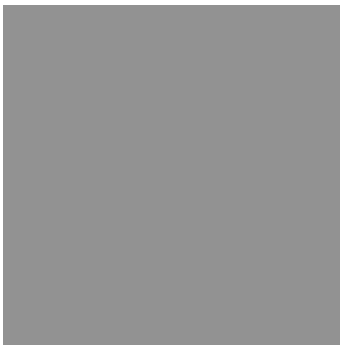
Timeout is a luxury rarely afforded to most people in today's workplace. In our 'always-on' busy working environments, the pressure of workload, deadlines, email, interruptions, customer expectations and constant change can lead to long hours, increased stress and little time for self. Work eventually becomes a hamster wheel of frenetic activity that leaves people with little sense of achievement or worklife balance.

Timeout is a 2-day programme with optional ongoing coaching, that creates a safe and supportive environment for delegates to explore their worklife balance, wellbeing, life and work goals, working environment and career direction. This programme is Timeout to refocus, recharge and rebalance.

Through a number of exercises, short presentations, development tools and one-to-one coaching, each delegate spends time reviewing and creating action plans for worklife balance and future success. Delegates will be encouraged to take time out to explore their potential and begin to make changes that will identify their strengths and bring balance back to their work and life.

Coaches will be on-hand to support each delegate to understand the imbalance in their work and life, and work with their coach to create action plans for change. Optional ongoing coaching is available to those who wish to continue with this level of support.

Each delegate is provided with handouts, materials and personal development tools for ongoing use.



Talking to the Team

A Communication Skills Workshop for Managers

Talking to the Team is a training programme aimed at managers, supervisors and team leaders that provides an environment for each delegate to learn how to engage, influence and deliver effective communication.

The course explores:

- Self-to-others communication - how we communicate to others, non-verbal communication, acuity skills, authentic communication, influencing others, the Six Step Process for effective communication, personal communication style
- Others-to-self communication – the power of influence, how other people’s approaches attract and repel us. Conflict and how to handle it, the subliminal effect of other people’s communication style, diversity and gender communication differences
- Others-to-others communication - how business culture impacts our effectiveness as leaders. The power of core values on communication. How to influence culture, how to communicate through different medium
- Self-to-self communication - the biggest enemy to our success is often the way we communicate to ourselves. What can we do to eliminate the critical voice inside, challenge our own deeply held beliefs, create empathy and value differences of internal opinions, getting your needs met, learning to say no, understanding your values, purpose and vision; and communicate that to others.

Depending on whether you choose a one-day or a two-day version of this course, modules can be flexible and pulled together from a menu of choices, depending on business need.



Getting Your Needs Met

An Assertiveness & Personal Effectiveness Workshop

This short workshop explores assertiveness and tools for effective communication. Sometimes we feel nervous, or unable to communicate what our needs are. We may resort to giving up or getting angry; our internal voice and our self-defeating beliefs create insecurity, low self-esteem and stress. The result is that we are less effective and don't get our needs met.

This workshop explores our communication style, our internal enemies and supports the opportunity to become more assertive in work and in life.

Session Objectives

- To equip participants with the knowledge and attitudes required to begin to take responsibility for their own assertiveness
- To provide a range of tools and processes that encourages assertive

behaviour and enable effective communication

- To identify personal and organisational factors that might enable or block assertive communication
- To begin to establish a meaningful development plan, with specific actions
- Take risks, promote yourself and develop your personal brand
- Develop your elevator pitch, communicate effectively and take back control – letting go of internal demons!
- Help you to set goals for future success

An inspiring workshop that helps you to believe in yourself, build your brand and get your needs met.



Managing Expectations

A Boundaries & Personal Effectiveness Workshop for Managers

This short module explores the behavioural aspects of influence and managing boundaries in the workplace. The workshop explores how managers can set expectations, manage boundaries with employees in an assertive way, manage conflict and deal with difficult conversations. Using emotional intelligence and adult communication methods, the manager learns how to maintain effective boundaries, resolve conflict and manage difficult behaviour. It explores persuasion and how to say "no" and mean it! This workshop also reviews managing the expectations of others including customers, employees and bosses.

communication

- To identify effective methods for managing conflict
- Understanding EQ and how to apply strong emotional intelligence as a manager
- Learn how to say 'no'
- Manage time and relationship boundaries

An inspiring workshop that helps you to believe in yourself, build your brand and get your needs met.

Session Objectives

- To equip managers with the ability to manage effective boundaries
- To provide a range of tools and processes that encourages assertive



Managing Change

Understanding and managing change for managers

Change is the only constant! It is all around us; in our work, our life and our society. How we respond to that change defines how resilient we are and resilience is important if we are to maintain a good sense of wellbeing.

This short workshop explores change, what we can do to become more resilient and how we can support other people who are also going through change. We will review the best ways to deal with it and look for new ways to overcome the negative stress responses caused by too much change.

Session Objectives

By the end of this workshop, delegates will have:

- An understanding of what change is and why we find it difficult.
- An exploration of the major changes in the workplace, and their impact on us

- An understanding how our thought processes and brain physiology can restrict our ability to be positive about change, creating sabotaging behaviours and negative business outcomes – and what to do about it
- An understand of our personal blockers, limitations and resistances, and how to overcome them using effective leadership tools and processes
- Pragmatic tools and techniques to enable leaders to champion, embrace and develop from change, and to use these to develop and engage others
- Ways to develop an exciting picture of the future for yourself and the team
- Simple rules and tips to take care of yourself during transition

This challenging and strategic workshop is aimed at managers and supports them to develop a host of leadership skills that not only develop them, but also provide the tools to engage their employees.



Creating a Culture of Wellbeing

Understanding culture and creating wellbeing & worklife balance

The world of work is changing, and management practices that served us well in previous decades are no longer appropriate. Flexibility, wellbeing and effective communication are key.

This session provides managers with the 7 key skills that will support them to be effective, create a great place to work, and increase wellbeing and worklife balance.

Session Objectives

By the end of this workshop, delegates will have:

- An understanding of what makes a modern leader
- What is wellbeing at work from a physical, emotion and environmental perspective
- How to manage attendance, time and flexibility

- How to understand the worklife balance and wellbeing needs of employees
- How to manage pressure for positive results

This challenging and strategic workshop is aimed at managers and supports them to develop a host of leadership skills that not only develop them, but also provide the tools and approaches that create a great place to work.