



# GO2 EDUCATE

## **TEACHER COACHING ACADEMY: Managing Workload for Senior Leaders Personal & Team Development Programme**

**By Deborah Fitzsimmons  
ILoM, BA (Hons) QTS, MEd, PQHNI**

*"Until you value yourself, you will not value your time.  
Until you value your time, you will not do anything with it. -M. Scott Peck"*



*'Coaching works best when the person being coached wants to improve their practice or performance.'*

2012 The City and Guilds of London Institute

Jones, Woods and Zhou (2018) found that in a sample of 161 clients, coaching had a positive effect on work well-being

## PROGRAMME SUITABILITY

### SENIOR LEADERSHIP & MANAGEMENT TEAMS

Primary, Post Primary (Secondary) Schools & Colleges

### PROGRAMME CONTENTS & ACTIVITIES

*Initial FREE Consultation with Principal/Senior Leader to discuss context and agree contract delivery
<b>Programme applies coaching techniques, educational pedagogy research, DFE/ETI Frameworks Tailored to meet the needs of educational settings post initial FREE consultation</b>
Introduction to Coaching *if school have not availed of previous programmes
Coaching Contracts & Coaching Logs
Team Coaching Session 1: Introduction to Managing Workload Impact of unbalanced and ineffective workload management, Investigating Personal Preferences, Boundaries, Routines & Habits, Roles & Responsibilities/Value Priorities & The Eisenhower Matrix
Team Coaching Session 2: Educator Admin The 2-Minute Rule (E-mails/Phone calls), Running Effective Meetings (linked to value priorities), Leading Assessment/Teacher Workload (linked to pedagogy studies), Your Personal Boardroom
Managing Workload Personal Goal Setting *completed in advance of 1-1 Coaching Session
1-1 Coaching Session: Managing Workload Personal Goals & Action Planning 1 & 2, Progress Reflections
Diary Logs: Monitoring & Evaluating Your Goals
Presentation Preparation: Goals, Progress Review & Impact completed in advance of Team Coaching Session 3
Team Coaching Session 3: Participant Presentations, Q & A, Programme Evaluation

### PROGRAMME AVAILABILITY & PRICING

<b>EXTERNAL COACH DELIVERY: Delivery over 2–3-month period (Aug-Nov/Jan-Mar/May-July)</b>	
Three Team Coaching Sessions One 1-1 Coaching Sessions Reading Material & Activity Booklet	TEAM: Virtual Via. Zoom OR Face to Face to work *See face-to-face option below 1-1: Virtual via zoom to provide flexibility for school and teachers RESOURCES: Available on purchase
<b>TOTAL PROGRAMME COST</b>	<b>£80 per participant</b> <b>Minimum 5 participants, Maximum 12 participants</b>
<b>OPTIONAL Face to Face Team Sessions</b> < 1 hour travel to school or college from base *No additional cost <b>*NI/Ireland/Other parts of UK</b>	> 1 hour travel (£50ph extra travel time + travel expenses) *Added to final Invoice/Issued separately if course fees paid upfront (Travelling from Antrim, NI – see Google Maps) *speak directly to Deborah to make arrangements (Ireland/UK)

### PAYMENT OPTIONS

Direct via BACS	Invoices Issued directly to school/college for payment at set points Payable Amount 1: 50% by end of 2 <sup>nd</sup> Team Coaching Session on receipt of invoice Payable Amount: Remaining 50% at end of programme
Direct via PAYPAL, Direct Debit	Place your order straight from the <b>GO2Educate online shop</b> <b>* Register as a FREE MEMBER to get your automated 10% discount, then place your order</b> Deborah will be in touch as soon as order is received to arrange dates with contact
EANI Supplier GO2Educate on EANI order system:	<b>Purchase Order 1:</b> Managing Workload for Senior Leaders Product Code: MWSLA, Description: 1st & 2 <sup>nd</sup> Team Coaching Sessions Payable Amount: 50% by end of 2 <sup>nd</sup> Team Coaching Session on receipt of invoice <b>Purchase Order 2:</b> Managing Workload for Senior Leaders Product Code: MWSLB, Description: 1-1 Coaching Session / 3 <sup>rd</sup> Team Coaching Session Payable Amount: Remaining 50% at end of programme

Deborah Fitzsimmons, email: [info@go2educate.co.uk](mailto:info@go2educate.co.uk), contact: 07516 870224