



Treasure Lab

COACHING & DEVELOPMENT FOR CHANGE



Treasures for Managers

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Delegation Now!

Leading Successful Empowered Teams

2

Feedback in Practice

Secrets to Enhancing Communication

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SF Coaching for Engaged Teams

Finding What Works and Doing More of it

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Resolving Conflict

Working Out Solutions Together

Treasures for Managers is a series designed by Treasure Lab Ltd. to cover a need for practical tools on special issues. Once the tools and the skills are mastered, they become "treasures" for the manager, in managing his/her team. Treasures are one day interactive workshops on: Delegation, Feedback, Coaching & Conflicts.

We were inspired by our clients, the managers themselves, while coaching them on managing their teams. The 4 workshops are focused, practical and provide ready to use tools for the manager.

1



Delegation NOW

Leading Successful Empowered Teams

An interactive, hands-on workshop, focusing on the HOW of delegation. Participants explore steps to effective delegation, learn new techniques & practice on real-life cases. They have a chance to reflect, familiarise themselves with best practices and find ways to put it all in practice.

What will I learn:

- > Why Delegation is Important
- > Benefits of Delegating
- > The 5 Steps of Delegation Tool
- > Working with Levels of Delegation
- > The Checklist of Success & Best Practices

Action Plan: applying the steps & styles

2



Feedback in Practice

Secrets to Enhancing Communication

An interactive, hands-on workshop, focusing on feedback. Offering feedback, so that people grow & learning to receive feedback to enhance own self-awareness and upgrade communication. Participants practice on their own work scenarios, reflect and share best practices, for applying feedback successfully with their team.

What will I learn:

- > Exchange of Feedback in a Team
- > How Strengths Feedback Boosts Engagement
- > Practicing Strengths Feedback & Acknowledgement
- > Making Corrective Feedback Easier - The ABC Technique
- > Structuring a Feedback Conversation with Questions
- > Difficult Cases - Disagreeing on the Feedback

Action plan: incorporating feedback in my work

3



Solution Focused Coaching for Engaged Teams

Finding What Works and Doing More of it

An interactive, hands-on workshop on Solution Focused Coaching. Ideal for those who want to get a “taste” of coaching, through a brief, simple and effective methodology, focusing on strengths. Participants explore the Solution Focused discussion and practice how it works, on real business issues. They discover the power of solution focused coaching questions & tools. They get practical tools to enhance team engagement.

What will I learn:

- > Focusing on Solutions - The SF Methodology
- > Practicing Solution Focused Coaching
- > The Solution Focused steps as a “ready to use” tool
- > Questions that Help
- > The Scaling Tool
- > The Use of Sparkling Moments

Action Plan: how will I add “coaching moments” to my work life

4



Resolving Conflict

Working Out Solutions Together

An interactive, hands-on workshop, which offers steps and techniques to resolve conflict, whether you are the mediator/manager or one of the conflicting parties. In this one-day workshop, managers explore a 6-step method proven to work in conflict situations, while discovering their own conflict style & how to use it more effectively.

What will I learn:

- > What Creates Conflicts
- > Behaviours I Prefer in Conflict Situations
- > Six Steps for Conflict Resolution
- > Role Play Scenarios and Practice
- > Your Conflict Style and How to Use it
- > How to Work with your Team to Preempt Conflict

Action Plan: things I will try in the next conflict situation



Treasure Lab Methodology:

Participants get practical tools, explore real-life examples, study international research & case studies, while different learning styles are taken into account, for maximum effect.

The workshops allow room for reflection, sharing of experiences and offer feedback from professional coaches/facilitators. Each workshop is completed with a personal action plan & progress steps.

Treasure Lab designs and implements management development programs that are practical, have steps and bring tangible results.

Treasure Lab focuses on: developing coaches/managers, enhancing team motivation and communication, developing high potentials, developing executives' programs.

Clients indicatively: Bank of Cyprus, BIC, British American Tobacco, Eurobank, IKEA, Papastratos-PMI, National Bank of Greece, Sanofi, Roche etc.



For more info:

www.treasurelab.net, info@treasurelab.net

T: +30 210 80 66 257