



Overview

This is a facilitated workshop for 2 days. It is designed with a specific team's objectives in mind. The content described here is an outline of the indicative content. The details will be tailored to a specific team.

Before the workshop:

- 1. All team members complete their EQ-i (or other emotional intelligence measure) and receive feedback on a one-to-one basis.**
- 2. We undertake detailed data gathering so that we can establish:**
 - the team leader's objective for the meeting.
 - the team members' objectives for the meeting.
 - the current financials of the team.
 - the current business plan of the team.
 - the relevant history.
- 3. We draft an agenda which everyone signs up to.**

Objectives:

- To discuss constructively the current functioning levels of the team.
- To agree areas for development.
- To understand the current financials of the team including budgets, costs, together with areas for improvement.
- To agree the focus for the team and some decision criteria for day to day choices.
- To achieve these objectives in an emotionally intelligent way, where feelings are acknowledged and understood and appropriate action taken.

Venue:

Ei World Limited has its own training centre, where we can host this workshop.

How this can help a team:

- Crystal clear objectives for each aspect of the meeting can pave the way in bringing focus to a team (people experience this once and the experience is with them forever).
- Having an external facilitator can provide objectivity and focus.
- Team members leave with a clear sense of purpose and renewed enthusiasm for the task ahead of them.

Indicative content:

The exact timing and focus of this will depend on the team's objectives. The exact sequencing and details will be discussed as part of the preparation phase.

DAY 1

- Personal and team objectives for the workshop and the next 6 months to one year.
- Overview of the 2-day event – including key messages and desired outcome of each agenda item, ground rules.
- Current functioning of the team:
 - Words to express different areas of functioning
 - EQ profile of the team
 - Ei World's broad assessment of the challenges for the team



DAY 2

- **Strategic Focus**
 - SWOT Analysis
 - Phase of team's development and growth
 - Current issues
 - Business / customer focus – who are our customers?
 - Organisational focus and orientation – products and services
 - Planning ahead – what this means in practice
 - Vision and Mission

- **Outline plan for current and next year**
 - Where should the team focus to maximise revenue / profit and support objectives?
 - What is the ideal use of time for each person?
 - What is 'core' business and 'non core'?
 - What key decisions need to be made now?
 - What are our main objectives?

- **Profit and Loss**
 - What are our main objectives?

- **Key Projects brainstorm**

- **Support needed for now and going forwards**

- **Next steps**
 - Team action plan
 - Personal action plan

Logistics – hotel and travel

Venue:

4 Doolittle Mill, Ampthill, Bedfordshire MK45.
We are located approximately 40 miles north of London.

BY CAR

Nearest Motorway is Junction 12 or 13 of the M1.

BY TRAIN

The nearest train station is Flitwick (45 minutes from Kings Cross Thameslink).

BY AIR

Nearest airports are Luton, Heathrow, Gatwick. If you enjoy travelling from airports by train, then fly to Gatwick then there is a direct train from Gatwick to the local station called 'Flitwick' - takes an hour. Or, if you prefer to travel by car, then fly to Heathrow and we can arrange for a taxi to pick you up.

Luton is by far the closest airport but not all transatlantic routes fly there.

OVERNIGHT ACCOMMODATION

The programme is non-residential but we have an arrangement with Flitwick Manor (part of the Menzies Hotel group) where we encourage participants to stay - it is a 5-minute drive from our training centre. This small, great hotel provides a perfect restful backdrop to the intensity of the learning!

You can contact them to make a reservation using the details below. Make sure you quote 'Ei World' to get the reduced rate. We have a block of rooms reserved for our clients but you will have to clear your account directly with them. We advise you to book early as not everyone will be able to stay. A list of other hotels is available on request if you are not able to book into Flitwick Manor.

Their contact details are:

Menzies Flitwick Manor, Church Road,
Flitwick, Bedfordshire MK45 1AE

Tel: +44-(0)1525-712242

Fax: +44-(0)1525-718753

Email: James.Parker@menzies-hotels.co.uk

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