



## Training, Coaching and Consultancy Services

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# Company profile

Since 1997 **jml Training and Consultancy** has been delivering first class learning and development services to the public sector. Our company was established to provide bespoke training services, development programmes, coaching and consultancy for companies and organisations nationally and internationally in the corporate sector and the public sector in the UK - government departments, local authorities, housing associations, NHS trusts and higher education institutions.

We specialise in designing robust, practical in-house training programmes to suit the needs of the individual client. Our clients value us for our integrity, collaborative style and commitment to their business. Our interactive and supportive approach is enthusiastically received by our participants.

Our tailor-made solutions are results orientated and will help you to raise the level of talent, skills and performance in the organisation. We aim to ensure that positive action and change can occur as a result of our input.

Each programme is relevant and immediately useful. Using a range of solutions we draw on our own experience, up to the minute research and our unique interactive methodologies. We take your situation as our starting point by working closely with your team to understand your needs and to develop cost-effective solutions for success.

Our delivery approach is designed to positively support and value previous learning and experience where appropriate, rather than focusing on skills deficits, as this encourages participants to open up to new information and feedback.

## Services we provide:

- **Professional and personal development courses**
- **Leadership and management development programmes**
- **Diversity and Equalities workshops**
- **Facilitated workshops for teams**
- **Professional coaching services**
- **Diagnostic assessment**

## **jml Training - training that works**



# Professional & personal development

Top sportsmen and women recognise the need to keep their skills finely tuned through training and coaching. In business the same principle applies. Managers, who keep their skills up to date and monitor their progress, are the ones who get ahead.

**jml Training** runs a wide range of training which helps participants to develop their talents, learn new skills and approaches, review and refresh existing ones and continue to refine their performance.

Below are some of the in-house training modules **jml Training** can deliver for your employees.

- **Effective communication skills**
- **Dealing with difficult people**
- **Influencing and negotiation**
- **Leadership and team building**
- **Leading successful change programmes**
- **Project management**
- **Performance management** (including appraisal skills)
- **Developing effective partnerships**
- **Developing a learning culture in the organisation**
- **Delivering customer focused service**
- **Media skills**
- **Presentation skills and public speaking**
- **Stress and time management**
- **Interviewing skills**
- **Training for trainers**
- **Coaching skills for managers**
- **ILM accredited coaching and mentoring programme**

## **jml Training - training that works**



# Leadership and Management development programmes

**jml Training** Management Development Programmes are designed to run over a period of several months. **jml** trainers work with groups of participants to develop their potential as managers. A combination of training, coaching and feedback helps each participant identify a highly effective, personal management style.

Participants learn new techniques, skills and strategies and most importantly, learn how to make them work in practice. Areas such as performance, leadership and project management are explored in relation to creating a positive and successful work culture. The programme content and timeframe is designed for each client individually.

The **jml** approach to management development is to maximise the opportunity for participants to develop enhanced interpersonal skills. These are recognised as a key requirement for management in companies with flatter structures and cross functional teams and as a lever to organizational success. Using the **Myers-Briggs Type Indicator** tool alongside development programmes helps to increase self-awareness and awareness of others.

**jml Training** provides Management Development Programmes for:

- **Executive team development**
- **Leadership development**
- **Senior managers**
- **Middle managers**
- **Women in management**
- **Fast track to management**

**jml Training - training that works**



# Diversity - Equal Opportunities

Promoting a culture in which the strengths of a diverse workforce are actively recognised and valued is a key objective of most organisations. However, this type of culture does not happen by default. It requires a level of ongoing awareness and action to ensure it is addressed in everyday business activities.

Organisations that successfully incorporate these values into their work ethos actively ensure that the management of diversity is given a consistently high priority.

**jml Training & Consultancy** can help you develop an organisational culture that values diversity. We can work with you to design and deliver interventions that will support your aim to benefit from the varied talents of a diverse workforce and help you to achieve your diversity objectives.

Ensuring equality and diversity stays as a key organisational priority and does not get squeezed by other demands is essential in the public sector. To achieve this requires a style of training that ensures the right leadership for equality and diversity, one that can challenge and change values, beliefs and organisational behaviours and develop positive action initiatives.

Equality and Diversity workshops have been our flagship courses since the formation of the company. We have rigorously trained experts in experiential culture change work, who are highly facilitative & interactive, and deliver inspirational, enduring and effective results.

**jml Training** offers a selection of courses on this specialised subject.

- Working with the Equalities Act 2010
- Managing Diversity in the Workplace
- Equal Opportunities in Staff Recruitment and Selection
- Women - Moving Beyond the Glass Ceiling
- Training for Trainers - Delivering Diversity Awareness Training
- Working Successfully in Cross Cultural Teams
- Preventing Bullying and Harassment in the Workplace

## **jml Training - training that works**



# Diagnostic assessment

## Myers-Briggs Type Indicator

**MBTI** can help people grow professionally and help organisations be more effective. **MBTI** is a particularly useful instrument when you wish to get a team to work together more effectively; this can be a newly forming team or one that is facing the challenges of change.

It can also be used in the context of one to one coaching. It is an excellent starting point for someone wishing to increase their level of self-awareness.

**MBTI** can help individuals and teams to recognise how differences between people can be used constructively rather than being a point of irritation or even conflict.

### It can be used in a range of different ways:

- Increasing self-understanding and development
- Career development and exploration
- Organisational development
- Team building
- Management and leadership training
- Training in diversity and inclusion

## Firo B

Personal and interpersonal dynamics influence behaviour in all organisations. Have you thought about why some co-workers prefer to work on their own, whilst others find working closely with teams rewarding? Or, why some people turn every project into a competition or a race to gain recognition?

Firo B can help individuals and teams gain insight in to common organizational situations like these. It is a widely used instrument which helps people understand interpersonal behaviour. It is another useful tool for organisations when thinking about career issues, leadership development and work-group compatibility

### **jml Training - training that works**



# Executive coaching

Increasingly more and more people are seeking one to one coaching at different stages in their careers. Some people use coaching to help them address particular challenges in their work, others because they feel they are not accomplishing all they are capable of, or wish to feel more confident in their work role. Many use coaching when they are seeking to improve their self-awareness and work performance, but feel a general course will not meet their specific needs.

## The benefits of coaching include:

- Improved self-awareness and awareness of the impact of one's behaviour on others.
- More confident approach to the management of others.
- Strengthened skills base and the development of new knowledge and skills.
- Achievement of both corporate and personal goals by motivating individuals to realise their full potential.

## jml Training can provide:

- **Diagnostic Assessment** - as part of the coaching process.
- **Feedback** – including 360 feedback. This can be done electronically or by questionnaire /interview.
- **Career Planning** – Providing clients with a structured way to consider their career development.

## Growing or developing your senior team

Individual coaching with managers in combination with senior team development workshops can be a highly successful way to build a strong management team and increase organisational competence. The combination of individual support and high quality in-house training is a powerful tool in growing or developing your own senior management capability - it really delivers.



jml Training & Consultancy are an Organisational Member  
of The Association for Coaching



International Coach Federation Gráinne Suter of jml Training & Consultancy is a Member  
of The International Coach Federation