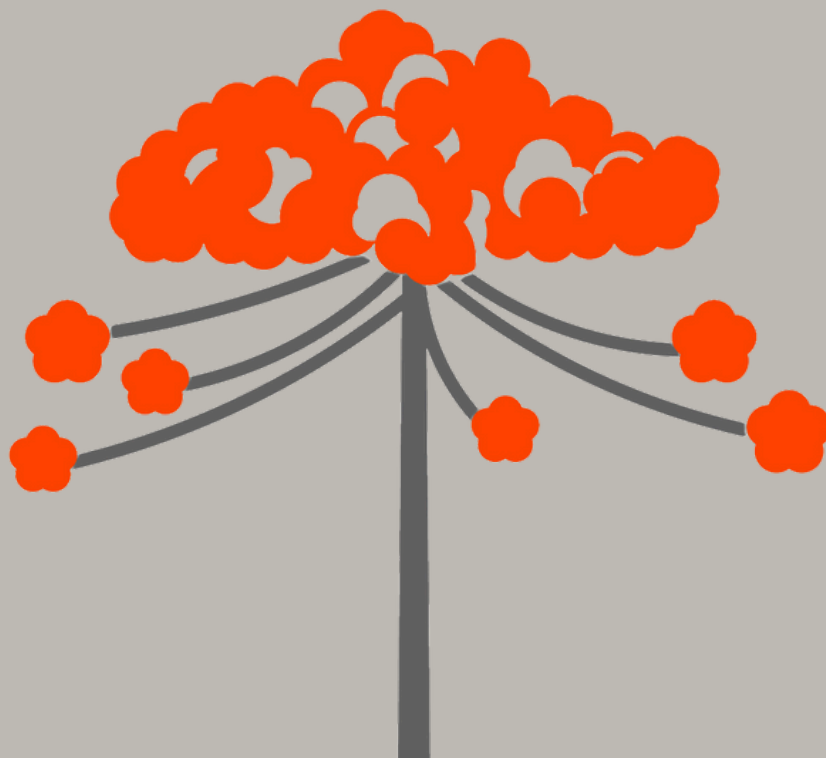


# WORKSHOPS & COACHING

FOR NONPROFIT ORGANISATIONS



EMMA CROOK - COACH AND FACILITATOR

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# WELCOME



## DO YOU WANT A WORKFORCE THAT IS THRIVING?

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If your answer is yes, then the workshops outlined in this brochure might just be what you are looking for.

All workshops are interactive and take an evidence-based approach using research and tools from experts in the field.

The aim that runs through all the workshops is to help people to thrive and to reach their potential. We do this by:

- Taking a person-centered approach
- Employing effective and relevant tools and techniques
- Providing a supportive environment
- Creating opportunities to practice
- Linking learning to real life challenges
- Encouraging action.

The format of the workshops can be adapted to meet specific company needs.

Workshops are delivered by Emma Crook, a certified coach with ACC credential from International Coaching Federation. Emma's work is to get people to thrive by helping them to implement positive and sustainable changes in their professional and personal lives with clarity, confidence, and conviction. She has delivered workshops and one to one coaching to clients globally, including several international organisations such as Global Witness, UK; IPAM, Brazil; Fortify Rights, Asia.

If you have any questions relating to the content in this brochure or would like to book a workshop for your team email [ecrookcoaching@gmail.com](mailto:ecrookcoaching@gmail.com).

Look forward to hearing from you.



# CULTIVATE WELL-BEING AT WORK



**Well-being in the workplace is crucial for performance, productivity, happiness and job retention. It isn't something that can be left to chance. We need to be proactive and integrate it into how we work.**

GOAL	To build knowledge and skills that are essential for well-being to thrive.
OUTCOME	Participants will be able to: <ul style="list-style-type: none"><li>• Recognise and understand the key components to well-being</li><li>• Identify and respond effectively to well-being needs</li><li>• Apply basic tools to foster well-being in themselves and others</li></ul>
CONTENT	Workshop will explore: <ul style="list-style-type: none"><li>• The role and impact of well-being in the workplace</li><li>• Barriers, challenges and solutions</li><li>• Collecting and measuring needs and impact</li><li>• The PERMA model</li></ul>
LOCATION	Online.
LENGTH	This workshop is 2 hours.
PARTICIPANTS	Max 12. Managers and leaders.
LANGUAGE	English or Spanish.

# COACHING IN THE WORKPLACE



**Research shows that moving from a model of instruction and command to one of coaching promotes autonomy, competence, increases engagement, performance, and commitment in employees.**

GOAL	To develop the skills and increase awareness to successfully incorporate a coaching approach in the workplace.
OUTCOME	Participants will: <ul style="list-style-type: none"><li>• Understand the role and benefits of coaching in leadership and the wider workplace</li><li>• Gain knowledge and experience of the coaching process</li><li>• Be competent in using coaching techniques in their work.</li></ul>
CONTENT	Workshop will explore: <ul style="list-style-type: none"><li>• What coaching is and its impact on teams</li><li>• How to effectively implement a coaching model</li><li>• Behaviours and skills to nurture and those to avoid</li><li>• Practical ways to make coaching work for you.</li></ul>
LOCATION	Online.
LENGTH	This workshop is 2 hours.
PARTICIPANTS	Max 12. Managers and leaders.
LANGUAGE	English or Spanish.



# MANAGING YOUR ATTENTION



**Our attention and where we put it impacts on every aspect of our life. Everyday our attention is being taxed to its maximum which has consequences for our focus, working memory, mood, and performance.**

GOAL	To provide strategies that optimise attention.
OUTCOME	Participants will learn how to: <ul style="list-style-type: none"><li>• Avoid distractions</li><li>• Improve focus</li><li>• Stop procrastinating</li></ul>
CONTENT	Workshop will explore: <ul style="list-style-type: none"><li>• How attention works</li><li>• What degrades it</li><li>• How to look after it</li><li>• How to use it to serve your goals and needs</li></ul>
LOCATION	Online.
LENGTH	This workshop is 2 hours.
PARTICIPANTS	Max 12. Everyone.
LANGUAGE	English or Spanish.

# UNLOCKING RESILIENCE



**Resilience is key to a person's ability to face and overcome adversity. It plays a crucial role in the workplace. Resilience experts emphasize that a personalised approach is the most effective way to enhance resilience.**

GOAL	To enhance personal and workplace resilience.
OUTCOME	Participants will gain: <ul style="list-style-type: none"><li>• Practical tools and strategies to improve their resilience</li><li>• Greater insight into resilience</li><li>• Clarity on how to support their teams resilience.</li></ul>
CONTENT	The workshop will explore: <ul style="list-style-type: none"><li>• What resilience means</li><li>• The five key factors that support resilience</li><li>• How to better prepare for future challenges and difficult situations</li><li>• How to move forward and thrive after adversity.</li></ul>
LOCATION	Online.
LENGTH	This workshop is 2 hours.
PARTICIPANTS	Max 12. Everyone.
LANGUAGE	English or Spanish.

# GET STARTED. BY ENDING PROCRASTINATION



**We all know what it is like to procrastinate, to put things off until “tomorrow”. However, the toll that this takes overtime on our goals, levels of satisfaction and sense of achievement, to name but a few, can be quite significant.**

GOAL	To create awareness and offer tools to reduce procrastination.
OUTCOME	Participants will come away with a: <ul style="list-style-type: none"><li>• Deeper understanding of the procrastination triggers</li><li>• Bank of tools to successfully limit procrastination</li><li>• Personalised implementation strategy.</li></ul>
CONTENT	The workshop will explore: <ul style="list-style-type: none"><li>• The myths and facts around procrastination</li><li>• Techniques to reduce it</li><li>• How to manage it</li><li>• How to get started.</li></ul>
LOCATION	Online.
LENGTH	This workshop is 2 hours.
PARTICIPANTS	Max 12. Everyone.
LANGUAGE	English or Spanish.



# PLAYING TO YOUR STRENGTHS



**The evidence of using our personal strengths in our jobs and beyond is too compelling to ignore. When employees play to their strengths at work they report higher levels of motivation and engagement, feel more valued and performance improves.**

GOAL	To identify signature strengths and understand how to integrate them in a workplace environment.
OUTCOME	Participants will have: <ul style="list-style-type: none"><li>• Identified their 5 signature strengths</li><li>• Techniques and strategies to develop their strengths</li><li>• A plan to incorporate them into their work and personal life.</li></ul>
CONTENT	The workshop will explore: <ul style="list-style-type: none"><li>• Signature strengths</li><li>• The role of strengths in the workplace</li><li>• Techniques to develop them</li><li>• How to incorporate them in a variety of contexts.</li></ul>
LOCATION	Online.
LENGTH	This workshop is 2 hours.
PARTICIPANTS	Max 12. Everyone.
LANGUAGE	English or Spanish.

# COACHING 1:1



**There is a substantial amount of research that indicates a high number of employees globally are experiencing moderate mental health issues, feeling stressed and disconnected, are overwhelmed, time scare, and struggling with engagement and performance at work and home.**

GOAL	To thrive, unlock potential and reach goals.
OUTCOME	This will vary from participant to participant.
CONTENT	The coach works on a one to one basis with each participant (coachee) over 3 or 6 sessions. Coachee decides what they want to work on.
LOCATION	Online.
LENGTH	3 x 60 minute sessions over max 8 week period. 6 x 60 minute sessions over max 12 week period. Coach and coachee will decide on frequency of sessions.
PARTICIPANTS	Anyone.
LANGUAGE	English or Spanish.

# GROUP COACHING



**These are facilitated group coaching sessions with max 6 participants. The group sessions can take one of two approaches: 1. each session the group agrees and works on a current organisational challenge or 2. all four sessions focus on one topic, for example: how to build and sustain a coaching culture.**

GOAL	To effectively use the coaching process to address current work/project based challenges.
OUTCOME	Participants will have: Practical experience of using group coaching Skills to confidently adopt a solution-based approach to issues Tools to embed coaching in the workplace.
CONTENT	This will be influenced entirely by what challenges the group brings to each session.
LOCATION	Online.
LENGTH	4 x 60 minute sessions over 16 week period. One session a month.
PARTICIPANTS	Anyone. However, it is highly recommended to have the same group of participants over the four sessions.
LANGUAGE	English or Spanish.

# PRICING



## Prices

### WORKSHOPS

NUMBER OF PARTICIPANTS	ONE WORKSHOP	TWO WORKSHOPS	THREE WORKSHOPS	FOUR WORKSHOPS
UP TO 12	\$360	\$665	\$970	\$1080

Price of workshop is fixed and does not vary based on the number of participants. Max number of participants is 12.

### GROUP COACHING

NUMBER OF PARTICIPANTS	FOUR GROUP COACHING SESSIONS
UP TO 6	\$200 PER SESSION

### COACHING 1:1

NUMBER OF PEOPLE SIGNED UP FOR 1:1 SESSIONS*	THREE INDIVIDUAL COACHING SESSIONS	SIX INDIVIDUAL COACHING SESSIONS
UP TO 6*	\$90 PER PARTICIPANT PER SESSION	\$80 PER PARTICIPANT PER SESSION
UP TO 12*	\$68 PER PARTICIPANT PER SESSION	\$60 PER PARTICIPANT PER SESSION

\*Coaching sessions are 1:1. The number of individuals refers to how many people sign up to a package of 3/6 sessions.

# WHAT PEOPLE SAY



## Managing Your Attention Workshop

**What a brilliant session. It whizzed by. I was focused the whole time. I've got lots of practical and relevant tools to put into practice. Implementing it right now.**

*Director at Flux*

## Coaching In The Workplace

**"It was incredibly practical and useful. It was amazing to pack the basics, insight and tools in just 1 hour and 45 minutes."**

**"Applying what we learnt right away in practical exercises with a team member made it so much easier to understand and remember."**

**"I love how the session is run as the coaching model is aligned with the shared leadership ethos we have."**

*Team at Fortify Rights*

## 1:1 Coaching

**Emma supported some of our managers as they transitioned into a bigger and more challenging role at Global Witness. Emma's approach, which focuses on the whole person rather than just the professional person, hugely benefited those she coached.**

*Director of HR at Global Witness*

## Cultivate Well-Being At Work

**That was brilliant. Lots to relate to, think about...I love managing people and I'm so passionate about getting the best out of people, nurturing them and helping them to feel valued.... So this was so good and inspiring.**

*Freelance Arts Manager*

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## EMMA CROOK COACH AND FACILITATOR

website: [www.emmacrook.com](http://www.emmacrook.com)  
email: [ecrookcoaching@gmail.com](mailto:ecrookcoaching@gmail.com)  
Instagram: [@emmacreativecoach](https://www.instagram.com/emmacreativecoach)  
Linkedin: [emmacreativecoach](https://www.linkedin.com/company/emmacreativecoach)

