



## Online courses for the technical professionals at home

### HEaTED 1-2-1 Coaching Service for Technical Professionals

Technical professionals, managers and leaders in higher and further education, and in other industries are required to work effectively and efficiently in leading and managing people, projects, programmes and operations, often with lean and streamlined resources, now more than ever before.

The task of engaging, developing and delivering high quality value for money services has never been tougher in both business-as-usual and changing situations. The potential to become better at what you do is the key to unlocking and creating value for both the individual and the organisation.

HEaTED provides 1-2-1 coaching conversations with both agenda and outcomes owned and determined by you, to help you explore your situation, build strengths and address weaknesses.

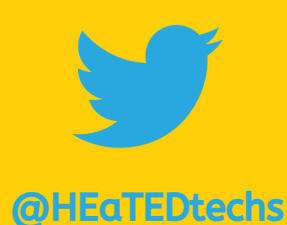
Our coaching helps you get better at what you do and will act to gain the commitment you need to take the best possible path forward in achieving your goals.

We do this by providing an external pair of eyes and ears to listen, observe, and understand the needs of technical resource managers, and those who have transitioned from being a technical expert into management and leadership roles.

Our 1-2-1 coaching support is designed and delivered by senior technical management and leadership experts, who will work as a partner with you. They have proven processes, to enable and support you to reflect, focus and sharpen your skills for effective performance, productivity and capability.



To enquire about a particular course please contact us by\_



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## HEaTED 1-2-1 Coaching Service for Technical Professionals

### Supplementary Information

#### Outcomes

The participants in our 1-2-1 coaching service, delivered onsite or online will:

- Increase awareness level in what they do and how they do their work to achieve goals
- Be equipped with skills and behaviours to become great at what they do
- Take SMART actions to effectively improve performance
- Develop strategies to improve operations and implement ideas, projects and programmes.

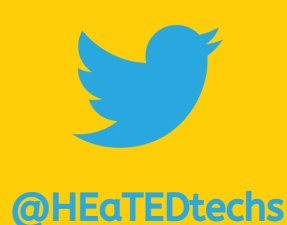
#### The next steps

- Identify coaching as a development need
- Contact HEaTED to scope needs together ([heated@sheffield.ac.uk](mailto:heated@sheffield.ac.uk))
- Secure funding and or approval (£150 per person for 3 online video sessions, 45mins each, first one free)
- Make time and start coaching process
- Improve and become great at what you do

#### Common coaching conversation areas

- Chairing effective technical team meetings
- Handling conflict: focus on skills and behaviours
- Managing change with technical teams
- Effective delegation in technical teams
- Managing emotions, stress and balancing workload
- Working together in technical teams
- Technical staff performance management
- Presentation skills for technical managers
- Problem solving and effective decision making
- Organisation and time management skills

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