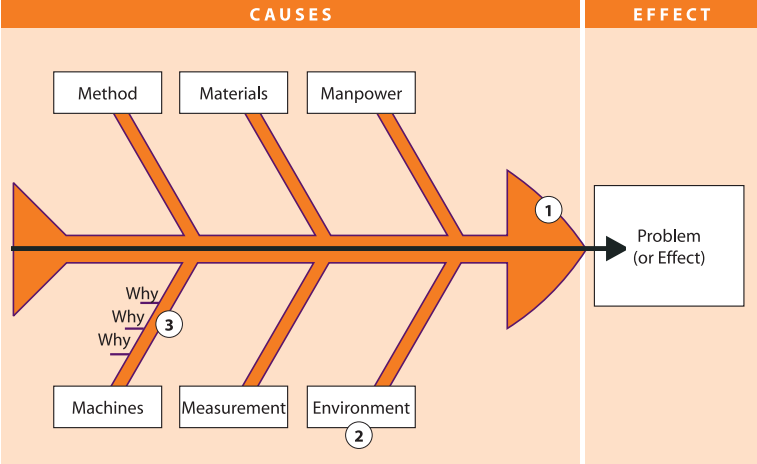


Time	Content	Equipment
<p>0 - 5 minutes</p>	<p>The following notes are colour coded to make them easier for you to use.</p> <p>Black denotes ‘scripted’ information, this enables you to ensure you are coaching consistently with each person.</p> <p>Blue denotes notes to the coach, these may be directions or explanations for exercises you could conduct.</p> <p>Red denotes the correct answers that you to coach from your coaching partner.</p> <p>This session can be delivered to one person 1:1 or to a group. The topic of this session is “How to get things done with and through others”.</p> <p>The aim of the session is to enable you to help your direct reports, to consider how to share ideas and solutions and truly work together, by considering:</p> <ul style="list-style-type: none"> • ‘Fishbone thinking’ and the choices we make, in how we get things done. • Whether time is being used as a valuable commodity. • What could be done differently to get more done more effectively? <p>Handout the loose leaf Fishbone diagram sheet:</p> 	<p>Handout 1 x Fishbone Diagram loose leaf sheet per person</p>