

Tailored

DEVELOPMENT

DELIVERED BY GARY CHURTON

HiPo 2014/15

Overview

Contact: gary@tailored-development.co.uk

M: 07814 873433 www.tailored-development.co.uk



HiPo Programme

'Every human has four endowments - self-awareness, conscience, independent will and creative imagination. These give us the ultimate human freedom . . .

The power to choose, to respond, to change'

Stephen R. Covey

Purpose and Aim

The HiPo programme is accessed by invitation only and is available to those individuals within IHG Sales who have been identified as High Potential.

This programme is designed to assist you navigate successfully within the organisation to achieve your career potential.

Programme Design

This is a six-module programme (one full day and five half day workshops) that will run throughout 2014.

Each module will be approximately 8 weeks apart to maintain momentum and develop a cohesive network of high calibre individuals.

Mod 1 – Understanding and shaping the context (full day 10.00 – 16.00)

Mod 2 – Career Management

Mod 3 - Profile Raising

Mod 4 – Networking for Career Development

Mod 5 – Effective Mentoring

Mod 6 – The Gear Change

There will be pre module work for you to complete prior to attending each module as well as RELATED activities for you to complete in-between modules .

Programme Objectives

By the end of the HiPo programme you will have or will be able to

- Understand and enhance your mind-set, style and skills to achieve your potential
- Develop a Career Management plan
- Take RESPONSIBILITY and ACTION to achieve your plan
- Examine and change habits that might be limiting you
- Create a community of high calibre individuals that will challenge and support each other to be the best they can be
- Maximise your broader networking and career opportunities
- Generate a range of support and resources to assist you
- ACHIEVE YOUR CAREER PLAN

Ethos

The content, process and ethos of the programme will match the professional standards expected of any high performing individual or team.

In accepting a place on this programme you are agreeing to step up to the challenge of creating a unique learning environment that is:

- **Brandhearted**

Throughout the programme you will 'Be yourself' and allow space for others to do the same. Authenticity and awareness is most likely to be at the heart of achieving your career aspirations. The HiPo programme is a place to understand your real self and know that any feedback you receive is based on the real you!

You will be committed to the programme by attending each module, and managing yourself in a way that allows you to be fully present and engaged. This not only demonstrates your commitment to the programme, it also demonstrates to your colleagues that you care about them and their development too.

And...

- **Think Ahead**

People and organisations are more successful when they take time to think and plan ahead. This programme will provide you with the time and space to STOP, THINK and PLAN! It is up to you to maximise this opportunity whilst on the programme. Completing the pre workshop preparation so that you can fully engage with the discussions and activities will be a key part of this.

Anticipating the future is one thing; being adaptable enough to respond to it is another. During this programme you will be encouraged to be adaptable and flexible in your approach to learning and taking action.

- **Change Champion**

During the programme you will hear the term 'Stretch' used often as you are invited to step out of your comfort zone and 'Stretch' yourself to achieve new realities.

It is important that YOU take responsibility for your own stretch opportunities! Whilst your colleagues and your facilitators will challenge and support you, ONLY YOU can take the action steps to make it happen!

- **Lead and Develop (self and others)**

Throughout this programme you will be regarded as 'A LEADER' and encouraged to develop or expand your leadership style, mind-set and behaviours.

In true leadership style you will be expected take responsibility for your own development and to support your colleagues with theirs. This might include sharing your best practice, mistakes that have provided valuable learning, giving and asking for feedback and putting your learning into practice.

It is important that the learning environment that we create on the HiPo programme is one of openness and honesty. This means that we can deal with real challenges and make the best of our time together. This takes both courage and integrity as we maintain confidentiality in the group, all of which are essential leadership qualities.

And...

- **Drive Results**

You will be setting clear goals and holding yourself and your colleagues accountable for achieving them.

The approach we will take to this development programme will be dynamic, enthusiastic and energetic as we build momentum throughout 2014.

At the start of each module you will be asked to update your colleagues about how you have achieved your goals since the previous workshop. This process not only keeps the development on your radar, it also gives cause for celebration that will fuel the momentum of this programme.

- **Work Collaboratively**

Throughout this programme you will have the opportunity to work with fellow professionals to share experiences and build a community of high achieving and engaging leaders. You will also be building your networks outside of this programme and helping your HiPo colleagues to connect with the right people at the right time.

This HiPo programme is a true partnership between you, your fellow delegates and your facilitators. Each party is expected to contribute equally to the process.

At the start of the programme you will be invited to join a '**Tailored Lounge**' this is an online facility owned and managed by Tailored Development Ltd. Your Tailored Lounge will only be open to delegates and facilitators on your programme. As well as being able to download additional resources and receive updates and posts from your facilitators, you will be expected to contribute to your lounge by sharing any relevant thoughts, comments, advice and resources that will assist your colleagues.

You will also be expected to support or work collaboratively with at least one person from the HiPo team in-between modules. This support or collaboration should link directly to the purpose of the HiPo programme.

Programme Content

Module 1 - Understanding and shaping the context

Full day 10.00 – 16.00

In order to advance your career in any organisation you must first understand the context in which you operate, the expected style, mind-set and behaviours to navigate successfully. Some people try to 'fake it' by over adapting without truly understanding themselves (or their context). At best this looks and feels false and confused, leaving those around them unable to engage with them and doubting their integrity.

This first module will focus on 'The Leadership Map', or in other words... understanding yourself as well as your organisation so that you may find the most authentic and engaging style for you and the organisation.

Your pre workshop reading and **preparation** will give you a greater understanding of this module.

Objectives

By the end of the module you will have:

- Agreed on the type of learning environment (context) you would like to operate in during this programme
- Clearly stated your career aspirations and goals for this programme
- Developed your self- awareness through exploration of your values, beliefs and strengths in order to understand how this has shaped your leadership style and mind-set
- Identify the required style, mind-set and behaviours in order to navigate successfully within IHG
- Identify your own habits and processes that might be limiting you and explore a range of alternative approaches
- Identified your growing edge to achieve your career aspirations
- Identified 3 actions to allow others to know and appreciate you as a high calibre individual in IHG

Module 2 – Career Management

Half Day

Some people are happy to leave their career to chance, or to subconsciously place it in the hands of others (usually their manager or the HR department) in the hope that the other person 'knows best' or 'they will take care of me'.

During this module YOU will take the time to identify the best career for YOU and take positive action that will enable YOU to MANAGE YOUR CAREER. Not surprisingly the key theme in this module will be OWNERSHIP.

Objectives

By the end of the module you will have:

- Feedback to your colleagues your successes since the last programme including your 3 actions
- Feedback to your colleagues how you have supported a member of the HiPo team since the previous module
- Clearly identified the best role for you
- Understand the importance of boundary management and clear contracting to safeguard and maximise your career plan
- Identified the key goals and markers to achieve along the way
- Examined the type of support, resources and key influencers you will need
- Agree with colleagues the proactive steps that you will take to access the support and resources identified

Module 3 - Profile Raising

Half Day

As you know, every successful profile or brand is carefully considered and showcased at the right time in the right place, and fiercely protected! Unfortunately we may forget to manage our own personal brand with such vigour due to other day-to-day demands that grab our attention.

This workshop will be co facilitated by Beth Pipe, a writer and coach who is no stranger to raising and managing profiles for the career advancement of her clients! As a trainer and consultant in the private recruitment industry, Beth is perfectly placed to advise and support you to raise and manage your profile.

Objectives

By the end of the module you will have or will be able to:

- Feedback to colleagues your successes since the last programme relating to the goals you agreed with your colleagues on the previous module
- Feedback to your colleagues how you have supported a member of the HiPo team since the previous module
- Understand the importance of managing your profile
- Gather feedback from your HiPo colleagues and others to analyse your current profile
- Match your profile to your career aspirations
- Understand what your profile says about you
- Understand how social media and 'other' sources of information influence recruiters and decision makers
- Use five key principles to present a sound and consistent profile
- Know the quick and easy steps to get it wrong!

One to one Coaching

Following this workshop you will be able apply what you learn to range of situations that may require you to raise your profile. This might include managing your social media to ensure it is in line with your desired profile, revamping your CV or devising a marketing plan for yourself...

To assist you with this you will have access to a one hour telephone coaching conversation with Beth who is happy to review one of your social media sites, your CV or provide tailored advice regarding your specific profiling plan.

Module 4 - Networking for Career Development

Half Day

In order to be so successful in your present role I fully expect that you are adept at networking for business.

This module is designed to provide you with the time and structure to consider where the overlap exists between networking for business and networking for career development, as well as where the distinct differences are!

Objectives

By the end of this module you will have or will be able to:

- Feedback to colleagues your successes since the last programme relating to your career development
- Feedback to your colleagues how you have supported a member of the HiPo team since the previous module
- Examine the similarities' and differences between networking for business and networking for career development
- Identify your specific goals to networking for career development
- Examine your current network landscape and consider where and how to expand it
- Network for career development in a way that is authentic and promotes your profile
- Agree realistic networking goals that you will report back during the next module
- Understand how networking can work for or against you

Module 5 – Effective Mentoring

Half Day

As well as identifying how to get the most out of your Mentor, we will also be exploring a range of ways that you can mentor others and understanding the multiple advantages this can have.

This module will form two halves...firstly we will explore how to be a Mentor and the skills and mind-set involved, secondly we will be identifying a range of ways that you can get the most out of your mentor.

Objectives

By the end of this module you will have or will be able to:

- Feedback to colleagues your successes relating to your networking goals from the previous module
- What is Mentoring and the role of the Mentor
- Identified the essential characteristics of a good Mentor
- Practiced the key skills of Mentoring such as
 - Questioning
 - Feedback
 - Challenge and support
- Explain the difference between Mentoring and Rescuing
- Effectively manage the relationship you have with your Mentor
- How to develop a working alliance and true partnership with your Mentor
- Understand the importance of this exposure and how to get it right

Module 6 – The Gear Change

Half Day

Although this is the final module of this programme, it is certainly not the end of your journey! This module represents a punctuation mark on your HiPo journey, an opportunity to solidify all that you have learnt and achieved throughout this programme.

Perhaps most importantly it is an opportunity to ensure that your group is best placed to maintain the momentum of the programme and continue as a self-managing HiPo team!

Objectives

By the end of this module you will have or will be able to:

- Presented to your colleagues what you have learned and achieved throughout this programme, including specific markers of success and how you will maintain momentum going forward
- Given and received feedback to/from your HiPo colleagues in relation to the IHG competencies that have underpinned this professional and high profile programme
- Identified the best of what has worked and how you will maintain this going forward, including the insurances you need to put in place
- Understand how to use action learning as a way of sharing best practice and staying in touch