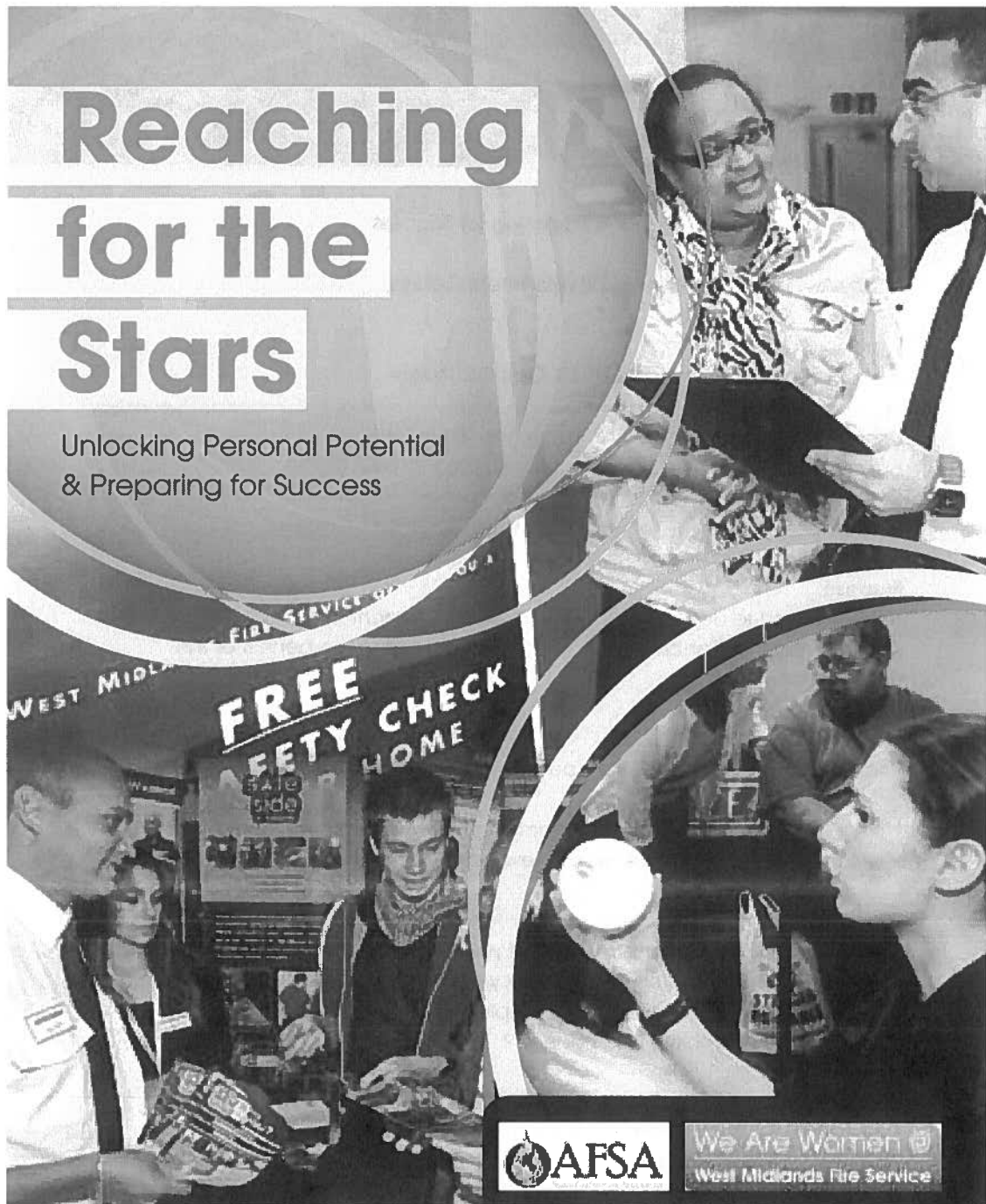


Reaching for the Stars

Unlocking Personal Potential
& Preparing for Success



We Are Women
West Midlands Fire Service



Prevention

Protection

Response

Making West Midlands Safer
WEST MIDLANDS FIRE SERVICE

www.wmfs.net



Reaching for the Stars!

Unlocking Personal Potential & Preparing for Success

A Self- Awareness & Personal Development Course

Working Progress Training

Gem Duncan MA (Cantab), DTLLS, Cert CC Relate

Unlocking Personal Potential, Preparing to Move forward

- "I am the one who chooses (who I am going to be)" (Rogers:2004)
- "No one needs to be a victim of his biography" (Kelly: 1963)
- "Mastering others is strength, mastering yourself is true power" (Lao Tzu)

Purpose:

To enable you to develop and grow towards fulfilment of your unique potential and as a result enhance your working environment to the benefit of the organisation.

Aims:

- to enable you to explore your personal journey safely towards understanding yourself better.
- to give you the skills and tools to access your unique potential.
- to facilitate your growth towards new achievements.

Objectives:

1. To recognise the reasons for some of your personal inhibitors and barriers:

- ever wondered why you are the way you are?
- why do you find certain types of people difficult?
- do you survive or thrive with change?

2. To explore ways of extending your self awareness:

- do you know the impact of what you say and do?
- do you look back and think you should have done it differently?
- want to learn how to assess situations to get the best out of yourself and others?

3. To develop ways of accessing hidden potential:

- do you know what you want in life, at home, in your relationships at work?
- do you know what your strengths are and how to make the most of these?



4. To feel able to assert yourself appropriately:

- do you want to have more influence and impact?
- want to understand how to manage others' expectations?
- to have win/ win outcomes?

5. To have more confidence in your own abilities:

- do you understand your personal power?
- can you say 'yes' with confidence in your ability to succeed?

Practical skills achieved:

- Advanced interpersonal communication
- Empathic awareness/ emotional intelligence
- Giving and receiving feedback
- Assertiveness
- Improved confidence
- Dealing with difficult people & situations
- Personal resilience in managing change

How will you achieve this?

Participants will need to be willing to:

- reflect, respond and contribute as much as they feel able to.
- engage in practical and reflective exercises.
- share views and work in a team,
- undertake tasks during and outside of the course.
- take part in individual coaching and evaluation session with the course tutor.
- take part in the networking by buddying.

Details and registering your interest:

- The course is once a week for five weeks.
- There will be two cohorts of diverse groups of operational and support employees.
- One will be running on every Monday from 5 November to 3 December 2012 from 9.00am to 5.00pm.
- And the other on every Tuesday from 6 November to 4 December 2012, 9.00am to 5.00pm.

"Reflection, looking inwards and understanding ourselves is a key component of leadership and building relationships. This course supports our People to develop themselves and in doing so also developing the organisation." **David Johnson, Director of Human Resources**

"Achieving our vision of 'Making West Midlands Safer' depends on the right blend, the quality and motivation of our people; a major part of my role is to champion the identification of talented people and their development. I wholeheartedly support this course as a way for you to take positive action toward developing yourself towards higher levels of performance and the potential to achieve your personal aspirations. With the support of your line manager, buddying with managers at all levels and the organisation through attendance, you can take the next step toward being a part of our vision." **Phil Loach, ACFO, Director of Operations.**



How can you attend?

- This course is open to **anyone at any level Operational and support staff** within the organisation and we are seeking **diverse individuals** to make up the groups as this will enrich the value to individuals and for the organisation.
- As the purpose of the course is personal development; line managers are encouraged to support individuals interested in attending and to be flexible in supporting employees to participate in the course, unless there are critical and imperative business reasons for not doing so.
- In applying to take part in the course individuals and managers need to be aware that you are required to **attend all five days of the course** and an **evaluation hour** in agreement with the course tutor.
- As part of the registration process we may contact you for a discussion about your interest in attending.
- We encourage employees to submit expressions as soon as possible but no later than 23 October 2012. Please complete the attached form and send to:

preith.shergill@wmfs.net including which day you prefer to attend Mondays or Tuesdays. For an informal chat or further enquiries please contact Preith Shergill On 0121 380 6214 or email **preith.shergill@wmfs.net**
Organisational Development & Diversity, Academy.

We envisage a high level of interest therefore there is no guarantee of a place. Although we may contact you should there be future capacity to repast the course.

"From my experience, I can tell you that whilst we might perceive barriers within our lives, how we move forward and deal with them is up to us as individuals. Through the work with 'We are Women at WMFS' we hope to look at solutions to issues and with the support of our members we have contributed to the content of this course. I hope that you will be encouraged to take advantage of this valuable opportunity to enhance your own personal development and to make a difference." **Sarah Warnes, Area Commander, Birmingham.**



Making West Midlands Safer