

# COACHING **FOR** PRIMARY SCHOOL LEADERS



# The **soft skills** of leadership shouldn't be hard!

We know that your soft skills can make all the difference to your effectiveness as a leader – being able to engage your team, give feedback, develop their capability, and feel confident in your approach to leadership. So, the Australian Primary Principals Association has partnered with educational leadership coaches from BTS Spark to offer a suite of coaching programs specially designed to develop your soft leadership skills, whether you are a new or established Principal, a Deputy or Assistant Principal, a team leader or an aspiring leader.

## ONE-TO-ONE COACHING SUPPORT

This is learning at its most personal and relevant. You will be matched with a top quality professional coach who is passionate about supporting you to make the changes you want. You can expect them to quickly understand your context and to be someone you can talk to openly about sensitive and difficult issues.

## A RESEARCHED COURSE

Each 5 month coaching program is full of insights, strategies and exercises, drawing on the latest leadership research. Online pre-work ahead of each coaching session will help you to apply these insights and tools in your school context. You and your coach will then be able to build on your reflections to get the most from your coaching sessions.

## PROFESSIONAL DEVELOPMENT FOR BUSY PEOPLE

Most primary school leaders we work with are time poor. They want professional development that is targeted to their needs and accessible when they need it. They don't want the disruption and expense of leaving their school to attend a training day. Coaching offers an alternative on-the-job learning experience, where you can schedule coaching sessions at times to suit you and apply your learning immediately on the job.



# Soft Leadership Skills for Established Principals

No matter how long they have been in the role, great principals keep on fine-tuning their leadership skills. This program gives you the chance to refresh and develop your leadership through working with a professional leadership coach. You will start by reflecting on your leadership, discuss your insights with your coach and then co-create a coaching journey to meet your needs, typically drawing from two of the modules below. Your coaching sessions will help you both to widen your leadership skillset and to tackle immediate challenges you are facing.

## Influencing Others

How to really engage those in your team and develop rapport with your stakeholders by understanding other people's perspectives.

## Giving and Receiving Feedback

Supporting you to develop the skills and confidence to hold feedback conversations that result in positive change.

## The Coach in Me

Introducing the essentials of coaching, how to hold coaching conversations and helping you to uncover your natural coaching style.

## Breaking Through Difficult Relationships

How you can improve your relationships with challenging people by changing patterns of misunderstanding and power dynamics.

## Inspirational Leadership

Uncovering your core values and bringing these to life to create a compelling vision that will inspire.

## Leading Change

Being clear on the difference you want to make and how you will bring this to life using the full range of change levers.

## Leading Improvement

Using the breakthrough thinking cycle to avoid falling into the five common traps that limit school improvement efforts.

## Supporting Others

How to help others feel supported by fine-tuning your skills in committed listening and thoughtful questioning.

## Personal Resilience

How to manage your state and respond with authority and empathy under pressure.

## Building My Leadership Style

Bringing your whole self into your leadership, warts and all, to develop a leadership style that is uniquely yours.

***'Cheaper than leaving school for training, and so much more effective – I learnt the tools, tried them out and refined my approach with my coach. Brilliant!'***

## AUDIENCE

Established Principals

## COURSE FORMAT

5 coaching sessions with online learning

## PRICING

\$995 (30 minute coaching sessions)

\$1,495 (60 minute coaching sessions)

# Soft Leadership Skills for New Principals

## COURSE OVERVIEW

This program supports newly appointed Principals to make a successful transition into their new school, make sense of their new context and establish themselves with colleagues.

## MODULES COVERED

- First 100 Day Wheel
- Establishing milestones & ways of working
- Mindtraps that limit my leadership
- Coping with the pressures of the role
- Building key relationships
- Dealing with challenging individuals

## OUTCOMES

- Getting clear on priorities for action
- Becoming aware of how you deal with pressure
- Learning how to manage your state
- Reflecting on your core values and how to build these into your leadership brand
- Using the 3 B's model to get clear on the Building Blocks, Buy In and Behaviour you need to make your vision a reality
- Identifying key relationships that you need to invest in
- Being more confident in working with challenging individuals



**SESSION ONE:**  
The First 100 Days

**SESSION TWO:**  
Thriving from the Beginning

**SESSION THREE:**  
Juggling Multiple Demands

**SESSION FOUR:**  
Picking my shots

**SESSION FIVE:**  
The Motivation Challenge

## AUDIENCE

Newly appointed Principals

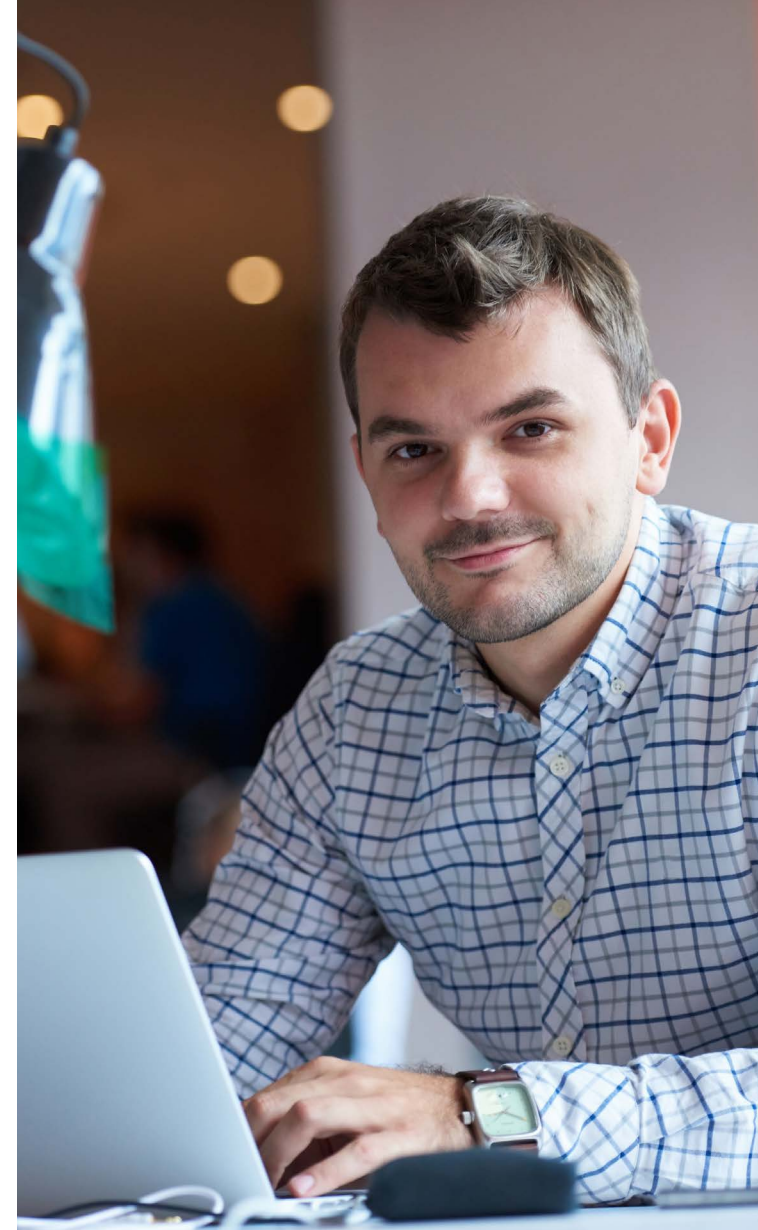
## COURSE FORMAT

5 coaching sessions with online learning

## PRICING

\$995 + GST (30 minute coaching sessions)

\$1,495 + GST (60 minute coaching sessions)



# Soft Leadership Skills for Deputy/Assistant Principals

## COURSE OVERVIEW

This coaching journey supports Deputy Principals and Assistant Principals to be at their most effective, influence others and hold their authority.

## MODULES COVERED

- Reflecting on my influencing skills
- Building my leadership presence
- Maintaining my authority
- Exploring what holds me back
- Managing up
- Difficult conversations
- Managing conflict

## OUTCOMES

- Being aware of different influencing approaches and how to maximise them
- Getting clearer on what kind of leader you want to be
- Understanding the 'mindtraps' that limit your effectiveness and confidence as a leader
- Knowing the impact you want to have across the school
- Being more confident working with your principal
- Developing some strategies for working with more challenging people



### SESSION ONE:

An influencing audit

### SESSION TWO:

Presence and authority

### SESSION THREE:

What holds me back

### SESSION FOUR:

Managing up

### SESSION FIVE:

Managing conflict

## AUDIENCE

Deputy principals and assistant principals

## COURSE FORMAT

5 coaching sessions with online learning

## PRICING

\$995 + GST (30 minute coaching sessions)

\$1,495 + GST (60 minute coaching sessions)





# Soft Leadership Skills for Team Leaders

## COURSE OVERVIEW

This program is designed to help team leaders to engage, motivate and involve their teams..

## MODULES COVERED

- Reflecting on my leadership
- Framework for powerful conversations
- Building trust
- Powerful questions
- Find out what makes others tick
- Difficult conversations
- Engaging my team

## OUTCOMES

- Learning how to engage others
- Gaining the ability to stay open and resourceful with challenging people
- Understanding inclusive leadership and how to engage people differently
- Learning effective questions that get to the root of individuals' concerns
- Feeling confident giving sensitive messages in a powerful way
- Knowing how to run a team meeting that engages others



**SESSION ONE:**  
Powerful  
Conversations

**SESSION TWO:**  
Presence and  
Resourcefulness

**SESSION THREE:**  
Powerful  
Questions

**SESSION FOUR:**  
Having the Difficult  
Conversation

**SESSION FIVE:**  
Engaging My  
Team

## AUDIENCE

Stage team leaders, section heads, curriculum coordinators

## COURSE FORMAT

5 coaching sessions with online learning

## PRICE

\$995 +GST (30 minute coaching sessions)  
Group coaching version also available



# Soft Leadership Skills for Aspiring Leaders

## COURSE OVERVIEW

This program is for teachers interested in exploring people leadership. You will gain new insights into yourself as a leader and learn how to be confident and effective in a first leadership role.

## MODULES COVERED

- The Me, Us & It of leadership
- The six pitfalls of people leadership
- My values and strengths as a leader
- Building authority and confidence in my leadership
- Taking others with you
- A management toolkit

## OUTCOMES

- Understanding the pitfalls of becoming a people leader and how to avoid them
- Knowing what kind of a leader you want to be and how to make it happen
- Feeling more confident acting as a leader and dealing with others with patience and authority
- Learning effective tools for engaging others
- Feeling confident dealing with key people management situations.



**SESSION ONE:**  
Setting a Clear Plan

**SESSION TWO:**  
Becoming a  
Leader

**SESSION THREE:**  
Leadership  
Confidence

**SESSION FOUR:**  
Coping with  
Challenges

**SESSION FIVE:**  
Leading Others

## AUDIENCE

Teachers aspiring to leadership roles

## COURSE FORMAT

5 coaching sessions with online learning

## PRICE

\$995 (30 minute coaching sessions)  
Group coaching version also available



# How our **coaching** works

## SCHEDULING YOUR COACHING

Coaching offers flexible learning at times to suit you. Whilst you are given a full year to complete your coaching program, we recommend that coaching sessions are booked every three weeks. This allows sufficient time to apply learning in between sessions whilst maintaining momentum. You will have access to your coach's online calendar to book your coaching sessions. You can reschedule a session if you need to, providing you give 24 hours' notice. When your session is due to start, it is your responsibility to ring your coach. If you miss a coaching session or reschedule with less than 24 hours' notice, we still need to pay our coaches, and you will be charged 70% of the coaching fee for that session.

## VIRTUAL COACHING

You will connect with your coach virtually - via zoom, Skype or telephone (unless requested otherwise). This not only keeps our coaching affordable; feedback from those we coach consistently shows that they have been surprised how virtual coaching created just the right environment for them to reflect, free of other distractions. 98% of our coachees would recommend our coaching to others.

## ONLINE LEARNING

We want you to get the most from your coaching with us. This is why we ask you to complete online pre-work before your coaching session. You will be given password-protected access to our online learning platform, to download pre-work materials. Your pre-work will help you to reflect on your upcoming coaching session, introduce you to relevant leadership models and encourage you to start applying these to your context. You are asked to commit one hour to your pre-work before every coaching session. Many participants find that, over time, their pre-work modules form a valuable leadership resource, which they can share with colleagues or refer back to when needed.



# BTS Spark has coached **10,000+** Australian school leaders



*I am pleased to recommend to you the BTS Spark coaching programme. Speaking from personal experience I found the process to be of the highest professional standard in all aspects. The programme is clearly enunciated, as are the expectations. The relationship with my coach was as I hoped it might be – I quickly became deeply engaged and continue to appreciate the learning."*

**Malcolm Elliott, President APPA**



*Coaching is an important part of our development as a lifelong learner regardless of how long we have been a leader. Coaching has provided me with the dedicated time and space to work through school improvement initiatives. It provides an opportunity to consider new angles and apply a range of frameworks for thinking."*

**Britany Roestenburg, Vice President APPA**



*"My BTS coaching sessions have been invaluable. Having one on one sessions with my coach has allowed me to speak freely and to reflect honestly on my leadership. My coach has been a positive and encouraging support for which I have been extremely grateful. I have truly valued the opportunity to engage with BTS Spark and would strongly recommend this coaching program to other school leaders!"*

**Mel Mackie Principal of Bilpin Public School NSW**



# What are **you** waiting for?

To enrol in a coaching program or for more information, please contact:-

NSW/VIC/SA/TAS/ACT - Cathy Wilson, Program Manager 0429 122 898 [spark.australia@bts.com](mailto:spark.australia@bts.com)

QLD - Ross Zelow, QLD Spark Partner 0419 673 805 [ross.zelow@bts.com](mailto:ross.zelow@bts.com)

WA - Craige Pettit 0428 258 958 [craige.pettit@bts.com](mailto:craige.pettit@bts.com)

NT - Gail Smith 0421 842 024 [gail.smith@bts.com](mailto:gail.smith@bts.com)

**BTS Spark is a not-for-profit educational leadership practice, offering coaching and professional development workshops to schools across Australia.**

[www.bts.com/spark](http://www.bts.com/spark)