

# Leadership, Management & Sales Management

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## Integrated Solutions That Deliver Results

Leadership & Management 360 Degree Feedback System with Coaching

Interactive Training Resources with Business Simulation

In-House Tailored Training

One-on-One Leadership Coaching

DISC Profiling

The Profile XT – A Total Person Assessment

## High Performance Under Pressure



Certificate No 5040

# An Investment in You - £1,000-00

**Company directors and owner managers have a fantastic opportunity to apply for funding to develop business leadership skills.**

**Your learning programme can be funded up to a maximum contribution of £1000:**

- **£500 is available** - to managing directors, owner managers, and company directors and does not need to be matched.
- **A further £500 is available** - which must be match funded, for any senior manager or the management team.

You can use this funding for one or a combination of training solutions to benefit you and your business.

## **Six great leadership and management development options from The Leadership & Sales Academy:**

- 1. 360 Degree Feedback with Coaching** **Page 3**  
Develop a picture of your leadership skills and management competencies and then, with the support of your coach, develop them to improve business performance.
- 2. Interactive Coaching & Training Resources with Simulation** **Page 6**  
Compelling and engaging – use these interactive training resources with business simulation to lead your people to new performance levels through improved confidence and skills.
- 3. In House Tailored Training** **Page 7**  
A training programme designed to meet your needs and delivered by one of TLSA's expert consultants.
- 4. One-on-One Leadership Coaching** **Page 9**  
We will support and advise your key leaders and act as a sounding board for strategic, people and tactical business issues. This is especially effective in times of change for a leader.
- 5. DISC Profiling** **Page 11**  
A personal analysis across five measures based upon the DISC model. The Performance Indicator provides invaluable insight into a person's personality type and practical advice to help develop stronger relationships, understand people and drive business results.
- 6. The Profile XT - A Total Person Assessment** **Page 12**  
Get to know yourself and other people that you work with to form better working relationships. The Profile XT offers practical coaching suggestions and critical information to improve productivity and bottom line results!

## TLSA Contact Details

### Use the money in the best way for you.

This money can be put towards one or a combination of training solutions, e.g.

- Training programmes
- Workshops
- Online training
- Bespoke/tailored training options
- Peer learning
- Business mentoring/coaching.

### Independent and Impartial Advice – at No Cost or Obligation

As part of the application process, a qualified and experienced Train to Gain Leadership & Management Adviser will provide you with a complimentary, tailored Personal Development Plan – to ensure you have the best solution for your needs.

If you would like us to provide the training for you, just let your Leadership & Management Adviser know.

### Call us today for more details:

- **Angela Stephenson: 07766 050837: e-mail [angela@tlsa.co.uk](mailto:angela@tlsa.co.uk)**
- **Lance Gill: 07809 524442: e-mail [lance@tlsa.co.uk](mailto:lance@tlsa.co.uk)**

### The Leadership & Sales Academy

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# Leadership & Management 360 Degree Feedback System with Coaching

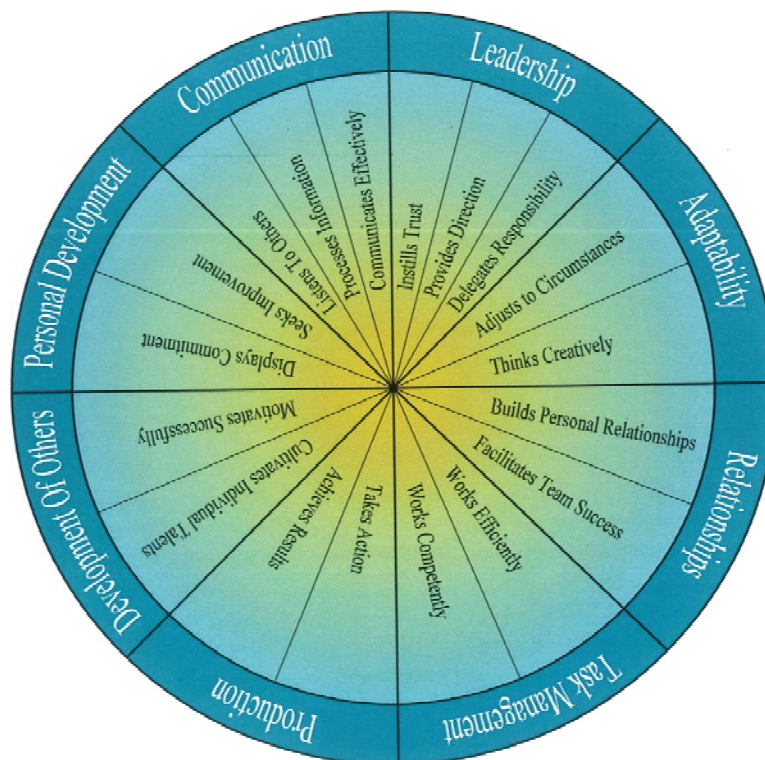
The Checkpoint 360 Competency Feedback System is a powerful, professional development tool designed for managers and others in leadership positions who want to facilitate peak team performance and generate improved productivity in the workplace.

Checkpoint 360 provides a detailed report covering 8 core leadership and management competencies:

1. Leadership
2. Adaptability
3. Relationships
4. Task Management
5. Production
6. Development of Others
7. Personal Development
8. Communication

Participants are provided with a detailed report that illustrates how their leadership and management skills are seen by their line managers, peers and direct reports – a great position from which to start development.

See pages 4 & 5 for two great options to implement this in your business. **Up to £1,000 funding in total. Apply now while funds available! Call 0845 600 1556.**



## 360 Degree Feedback with Coaching

### Option 1 – Feedback with Coaching

A simple three part process enables the manager to take charge of his or her own development without leaving the workplace.

#### Part One

A 360 degree web-based report is generated from various perspectives to gain valuable feedback covering 70 specific job skills, which fall into 8 major universal management competencies and 18 skill sets. These classifications are the most universally required for success in leadership, management and effective team participation.

#### Part Two

A follow up coaching session with a member of the TLSA consulting team focuses on 3 key areas with the manager to create a development plan for immediate action in the workplace:

- Stop - doing things that limit their effectiveness
- Start - doing things to improve their performance
- Continue - doing things they do well

#### Part Three

A second Checkpoint 360 closes the loop five months later, enabling the manager to measure personal progress and take charge of his or her ongoing development.

**Total Cost for the three part programme £1,000 + VAT**

## 360 Degree Feedback with Coaching

### Option 2 – Feedback Plus Online Self Development

A 5 part process designed to span approximately 9–12 months which enables the manager to take charge of his or her own development without leaving the workplace.

#### Part One

A 360 degree web-based report is generated from various perspectives to gain valuable feedback covering 70 specific job skills, which fall into 8 major universal management competencies and 18 skill sets. These classifications are the most universally required for success in leadership, management and effective team participation.

#### Part Two

A follow up coaching session with a member of the TLSA consulting team focuses on 3 key areas with the manager to create a development plan for immediate action in the workplace:

- Stop - doing things that limit their effectiveness
- Start - doing things to improve their performance
- Continue - doing things they do well

#### Part Three

The manager completes a flexible, online 'SkillBuilder' self-development module to address one priority development area identified in the Checkpoint 360 report. Completed over approximately 12 weeks (20 hours in total) and at a pace to suit the manager (ideally with support from a mentor/leader within the organisation).

#### Part Four

A second online 'SkillBuilder' self-development module is completed to address a second chosen development area identified in the Checkpoint 360 report.

#### Part Five

A second Checkpoint 360 closes the loop 9-12 months later, enabling the manager to measure personal progress and take charge of his or her ongoing development.

**Total cost for the five part programme is £1,250 + vat**

## Interactive Training and Coaching with Business Simulation

Deliver your own training and coaching using these breakthrough training resources. Two practical and engaging products to help you develop the leadership and management skills of your people:

### 1. Bite Size Coaching Packs with Simulation

Develop your people with short coaching programmes addressing specific areas of leadership and sales management. Titles include:

- Leadership Styles
- Vision Goals & Strategy
- Motivating the Team
- Field Sales Coaching
- Managing Sales Meetings

Each 'Bite Size Coaching Pack' features a unique simulation and all the materials you need to provide a learning experience in which your people are all actively engaged in:

- Practising new skills in a 'safe' simulation environment
- Learning from the comprehensive feedback provided by the simulation
- Seeing the impact of good and bad decisions through the scenarios they face
- Developing critical thinking skills that they will use in their personal roles
- Learning from the interaction with their peers.

The programmes are designed to last between 90 – 120 minutes - perfect for meeting specific development needs, delivering short coaching sessions, energising team meetings and one to one coaching.

**Price £345-00 ex vat per title**

### 2. All Inclusive Training Programmes with Simulation

Train your people with these interactive and engaging training programmes. You can deliver them as a 2 day event, or spread the learning over a time to suit you. Titles include:

- Leading for Results
- Leading the Sales Team

Each 'All Inclusive Training programme' features a unique, two round simulation and all the materials you need to provide a learning experience in which your people are all actively engaged in:

- Practising new skills in a 'safe' simulation environment
- Learning from the comprehensive feedback provided by the simulation
- Seeing the impact of good and bad decisions through the scenarios they face
- Developing critical thinking skills that they will use in their personal roles
- Learning from their peers.

**Price £1,950-00 ex-vat per title**

Two great development options that you can use with your people to **improve**:

- **Business results**
- **Self-confidence**
- **Attitude and behaviours**
- **Critical thinking, problem solving and decision making skills**

**Call now for details on 0845 600 1556 – Up to £1,000 funding in total.**

**Apply now while funds available!**

## In House Tailored Training

Develop new skills and behaviours, improve business results. We can create a Leadership and Management programme designed to meet your exact business needs, delivered exclusively to your people at your offices or a venue of your choice. An approach to development that will stimulate and motivate your people – then improve business performance. It takes three simple steps:

### Step 1 – Needs Analysis

Our consultant will meet with you to create a Leadership & Management programme to meet your business needs.

### Step 2 – Design

Working with you, our consultant will design the programme, making sure you are 100% satisfied with the content!

### Step 3 – Delivery

Your consultant will deliver the programme in a style that will be interactive and engaging.

These programmes are usually 1 or 2 days – depending on your business needs.

### Fees

- One Day Programme - £1,500-00 ex-vat
- Two Day Programme - £3,000-00 ex-vat
- Add 360 Feedback at £225-00 ex vat per participant

Up to £1,000 in funding available. Find out how to apply by calling 0845 600 1556 - Lance Gill or Angela Stephenson

## One-on-One Leadership Coaching

Leadership coaching provides the opportunity for executives to reflect on key business issues, identify and develop:

- Leadership skills
- Change management strategies
- Communication skills with direct reports, peers, line managers, clients and external relationships
- Tactical business skills
- Strategic thinking skills
- A clear idea of their personal and professional goals
- Improved performance through better decision-making and resource management.

While an individual may be confident with taking on a new challenge, the presence of an independent executive coach provides support that is beneficial in delivering new business objectives. Equally, leadership coaching often provides the solution for dealing with existing problems.

We will support and advise your key leaders and act as a sounding board for strategic, people and tactical business issues. This is especially effective in times of change for a leader – a promotion, new assignment, change management initiatives and any other new challenge.

To be effective, a leadership coaching project should last a minimum of six months during which time a dedicated consultant will work with you through regular meetings and telephone contact.

To explore this option, please feel free to contact us and we will arrange to come and visit you to discuss your needs in further detail.

**Contact us today to discuss your individual needs: Call 0845 600 1556 or email [sales@tlsa.co.uk](mailto:sales@tlsa.co.uk).**

### Fees

- £1,200 ex vat per day
- Add 360 Feedback at £225-00 ex vat per person

Up to £1,000 in funding available. Find out how to apply by calling 0845 600 1556 - Lance Gill or Angela Stephenson

## Assessments

If you are looking to provide leadership training and development, increase sales, improve employee motivation, and increase productivity, we provide assessments and support to help you succeed.

We are a strategic business partner of Profiles International, the recognised world leader in employee assessment tools.

By combining the latest web technology with some of the very best in-depth psychological profiling tools available anywhere, we provide the critical information to help you improve your coaching and development programmes. We help companies of all sizes achieve more from their most important asset, their people.

The absolute simplicity and ease of interpretation of each assessment tool gives you the means to coach and engage each leader or manager effectively by understanding their true colours and potential; information that you cannot access anywhere else quite as easily or cost effectively.

We focus on understanding and objectively measuring core competencies, behaviours and interests of employees, to ensure applicants fit the job the first time. This critical "Job Match" is designed into all of our assessment solutions and will help you develop leadership skills of team leaders, managers, and executives and ultimately increase employee retention of top performing employees.

Move people to higher performance and get them working together better.



## DISC Profiling for Leaders & Managers

The **Performance Indicator** is an effective performance assessment which is used to increase employee productivity. It provides individuals with a personal analysis across five measures based upon the DISC model. Completed online, two reports are emailed to you by TLSA within minutes of completion. It provides invaluable insight into a person's personality type to help develop stronger relationships, build business and understand people.

<b>Improving Job Performance</b>	The Performance Indicator provides recommendations for: <ul style="list-style-type: none"> <li>• Improving job-related stress, frustration and conflict</li> <li>• Stimulating employee motivation</li> </ul>				
<b>Designed to Help</b>	<ul style="list-style-type: none"> <li>• leaders and managers improve the quality of business relationships and bottom line results</li> <li>• sales people to influence and persuade customers to improve profitability</li> <li>• become more effective, individually and as a team</li> <li>• apply a positive approach to dealing with conflicts that get in the way of problem solving</li> <li>• communicate effectively with different people based upon their 'core behavioural type'.</li> </ul>				
<b>Measures</b>	It measures behavioural tendencies in these five critical job related competencies: <ul style="list-style-type: none"> <li>• Productivity</li> <li>• Quality of Work</li> <li>• Initiative</li> <li>• Teamwork</li> <li>• Problem Solving</li> </ul> 120 answers are recorded across five measures ( <b>Dominance, Influence, Steadiness, Compliance and Motivational Energy</b> ). It also indicates whether the employee is internally motivated, or will need external stimulation.				
<b>Type of Assessment</b>	Ipsative	<b>Time to take</b>	15 minutes	<b>Results turnaround</b>	Immediate
<b>What you will Receive</b>	Two concise reports will provide: <ul style="list-style-type: none"> <li>• Individual report - the employee with a guide to self-improvement</li> <li>• Management report –the employee's manager with a guide to better management, understanding, coaching and motivation.</li> </ul>				
<b>Cost</b>	£50-00 + vat per person				
<b>For more about the Performance Indicator</b>	<b>Call: 0845 600 1556</b> <b>Email <a href="mailto:sales@tlsa.co.uk">sales@tlsa.co.uk</a></b> <b>The Leadership &amp; Sales Academy, Paisley House, Farnham Lane, Haslemere, Surrey, GU27 1EU, United Kingdom.</b>				

# The Profile XT - A Total Person Assessment

## Using the Profile XT to Work Together Better

The **Profile XT** is a "total person" assessment and versatile management tool that has a myriad of uses. It uniquely measures **three** dimensions of a person's character in **one 'sitting'**, providing fast, objective, accurate and invaluable information in **20 key scales**.

The **Profile XT** helps you get to know yourself and other people that you work with to form better working relationships. It offers practical suggestions which allow insight into the fact that people are people and we are all unique. Our clients tell us The Profile XT is three to five times more effective than any other assessment they have used. It measures the job-related qualities that make a person productive.

<b>Solving these challenges:</b>	<ul style="list-style-type: none"> <li>• Deciding who to promote</li> <li>• Interdepartmental conflict</li> <li>• Profitability issues</li> <li>• Hiring employees with low productivity</li> <li>• High employee turnover</li> <li>• Ineffective training</li> <li>• Poor communication.</li> </ul>				
<b>Used for:</b>	Placement, managing, coaching, self-improvement, promotion fit and succession planning				
<b>Measures</b>	<p><b>1. Thinking and Reasoning Style – 5 scales</b></p> <ul style="list-style-type: none"> <li>• Learning Index</li> <li>• Verbal Skill</li> <li>• Verbal Reasoning</li> <li>• Numerical Ability</li> <li>• Numerical Reasoning</li> </ul> <p><b>2. Behavioural Traits – 9 scales</b></p> <ul style="list-style-type: none"> <li>• Energy Level</li> <li>• Assertiveness</li> <li>• Sociability</li> <li>• Manageability</li> <li>• Attitude</li> <li>• Decisiveness</li> <li>• Accommodating</li> <li>• Independence</li> <li>• Objective Judgment</li> </ul> <p><b>3. Occupational Interests – 6 scales</b></p> <ul style="list-style-type: none"> <li>• Enterprising</li> <li>• Financial</li> <li>• People Service</li> <li>• Creative</li> <li>• Technical</li> <li>• Mechanical.</li> </ul>				
<b>Type of assessment</b>	Normative	<b>Time to take</b>	50 minutes	<b>Results turnaround</b>	Immediate
<b>Cost</b>	£175 + vat per person				
<b>What you will receive</b>	<ul style="list-style-type: none"> <li>• You pay ONCE per candidate</li> <li>• A range of <b>11</b>, visual, clear reports:             <ul style="list-style-type: none"> <li>○ Instant and at no extra cost</li> <li>○ With simple graphics and language – understandable by management</li> </ul> </li> <li>• A <b>distortion score</b> shows when a person has portrayed a different image of his or her true self – vital in recruitment.</li> </ul>				

# The Profile XT - A Total Person Assessment

## Several Valuable Reports

Completed online, the **Profile XT** produces these informative, easy to read reports which are emailed to you by TLSA within minutes of completion. Results can be shared with decision makers in any of your company's offices.

- **Individual Reports** - Used for personal growth and development. It describes a person's attributes and gives insights to improve job performance and productivity.
- **Graph Reports** - A visual representation of job match data.
- **Coaching Reports** - A manager's guide to helping the people they manage develop better work habits. The report has suggestions for improving employee performance so it approaches the productivity of the company's top performers. Using the reports to direct the development of employees enables managers to develop their leadership abilities.
- **Summary Reports** - Give you a "snapshot" of essential information about employees and job candidates.
- **Job Analysis Reports** - Describes in great detail the type of person who has the right qualities and characteristics to fit a particular job. This report complements a standard job description that details the skills and duties the job requires. Used together, they contain a 'total person' approach to explain the requirements of a particular position.
- **Succession Planning Report** - Lets you look into the future. It compares a person to all of the jobs in your company and indicates those where they have a good job match. With this information, you can help employees prepare for greater responsibilities by making sure they acquire the skills and experiences they will need in order to perform competently the jobs they will fill in coming years.
- **Placement Reports** - Used to put the right person in the right job. It gives employers assessments of job candidates' thinking style, behavioural traits, and occupational interests, giving the candidate a percentage match to the company's top performers. The report also suggests questions interviewers can ask to help determine a candidate's suitability for the position being filled.
- **Candidate Matching Report** - Helpful for narrowing your search as you seek to fill a position. It compares the attributes of several candidates to your Job Match Pattern and, at a glance, shows you which of them have the highest Job Match Percentage. Then, by closer examination of the top candidates' Placement Reports, you can easily determine which of them you want to interview and graduate to the next steps in your hiring process.
- **Profile XT Sales Reports** - Detailed reports designed to help evaluate prospective sales professionals seeking to join your sales force as well as your current employees. It reveals key strengths, weaknesses and areas of interest that will make placement, coaching and training consistently more effective.

# The Profile XT - A Total Person Assessment

## Use with Complete Confidence

The Profile XT has a reliability co-efficient score of 0.80, which means it is 80% accurate (DISC-type assessments are around 50% accurate). It was designed and developed to be specifically job-related and it is registered with the British Psychological Society and has been validated in accordance with American Psychological Association standards. The Profile XT is validated to be age-blind, gender-blind, and ethnicity-blind.

**To arrange a meeting or purchase a Profile XT assessment, please:**

- **Call: 0845 600 1556**
- **Email: [sales@tlsa.co.uk](mailto:sales@tlsa.co.uk)**

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