**Everyday Coaching Programme - Learner Contract**

The Everyday Coaching programme has been developed to support line managers to incorporate coaching into their leadership practice without the need to undertake a time consuming formal qualification.

Everyday coaching is a combination of video teaching and practice, during the programme you will:

* Watch demonstrations of small things which make a big difference to ensure you are having effective conversations, benefiting you and your colleagues.
* Have a better understanding of the concept of using a coaching style – in simple and quick 5 minute conversations!
* Have time to practice what you’re learning, share ideas and come together to support each other to put simple but effective steps into practice to ensure you and your colleagues are having effective conversations.

The programme is made up of workshops, comprising video teaching, practice and a feedback session. Each session will continue to build upon learning from the previous session so attendance is essential.

**Programme Requirements:**

As part of this programme, you are required to attend all virtual learning workshops please ensure all the following dates are secured in your diary:

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| **Cohort 1** | **Date** | **Time** |
| 1 Starter Session Live | 29th April | 11-12pm |
| Effective Conversations Video Pack | Self-directed | 90 minutes |
| 2 Starting Well | 20th May | 11am-1pm |
| 3 Who does the work? | 10th June | 11am-1pm |
| 4 Moving to action | 24th June | 11am-1pm |
| 5 Check In | 9th September | 11am-12.15pm |
| 6 Review | 11th November | 11am - 12.15pm |

All workshops will be delivered online via Zoom, and access to this platform will be crucial to be able to be part of this cohort.

Participation in the workshops will require the ability to use both audio and camera; as part of planning for attendance, we recommend that you are able to access an area where you will be undisturbed and can take part in group discussions without disturbing colleagues or feeling uncomfortable.

There will also be pre-work and bridging work in between the above workshop dates that you will be required to complete.

Please arrive on time for workshops as late arrivals can impact the learning of everyone. Each session will build upon the last therefore attendance at all workshops will be crucial the success of you and your cohorts learning journey. If you are unable to attend a session due to unforeseen circumstances, **you will automatically be withdrawn from the programme** as you would have missed a significant amount of the learning and practice. We would like to ensure the workshops are a safe place for our learners to have open discussions and are therefore unable to record the sessions for you to catch up.

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| **Learner Agreement:** | |
| By signing this learner contract, I confirm that all the dates are confirmed in my diary and agree to attend all workshops, meeting the above requirements.  I understand that if I’m unable to attend a workshop, I will be automatically withdrawn from the programme. | |
| Print name: | Date: |
| Signed: |  |

|  |  |
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| **Line Manager Statement in support of application:** | |
| By signing below, as the learner’s Line Manager, you agree to ensure the leaner will be released to participate in all workshops noted above and understand that non-attendance will result in withdrawal from the entirety of the programme. | |
| Name: | Role: |
| Signed: | Date: |

**Application Process:**

Please submit your Learner Contract to [leadership.SW@leadershipacademy.nhs.uk](mailto:leadership.SW@leadershipacademy.nhs.uk) **by 5pm, Friday 1st March 2024,** in order for your application to be considered.

Places will be allocated on a first come first served basis, by system, South West Leadership Academy will begin to inform applicants of their application outcome week commencing Monday 4th March 2024.