

# Organisational Skills

## WEBINAR

### Thursday 27th May 2021

#### All Delegates will receive

- Increased knowledge in Coaching skills for Managers
- A set of Course downloads
- A certificate for your appraisal portfolio

Introducing your speaker

**Tracy Ellis**  
Leadership Coach and  
Experienced Leadership Trainer

#### Meet the Speaker ...

### Tracy Ellis

Tracy Ellis is a leadership coach and experienced leadership trainer.

She previously spent 15 years as a Lecturer in the Business School at Salford University, worked as a HR Professional at Salford Royal Hospital and the Greater Manchester Ambulance Service and as a GP Practice Manager.

For the past 15 years she has worked in Leadership Development roles in 2 universities as well as running her own consultancy.

She is a Fellow of the Higher Education Academy, ILM Authorised Trainer, Co-Chair of the North West Staff Development Network for Higher Education and Professional Member of the European Mentoring and Coaching Council. She is CIPD qualified, has a PG Cert in Teaching and ILM Level 5 Coaching Qualification.

At the University of Liverpool she currently runs a Strategic Leadership Programme, Middle Managers Programme and runs the University Mentoring Scheme and the North West Higher Education Coaches' Network.

Tracy's current external projects include the design and delivery of a Leadership Programme for Clinical Research Leads from institutions across the Horn of Africa who are responsible for a multi million pound "One Health" project which aims to improve the health and wealth of people in the Horn of Africa as well as delivering leadership training for the National Institute for Health Research (NIHR) Scholars Programme for Clinical Academics in the North West.



## Your Learning Agenda ...

### Organisational Skills

Organising is all about planning your time and your workload effectively. Being organised plays a significant role in helping you achieve your goals whilst maintaining a focus on your wellbeing. Practicing effective organisational skills will help you get things done in a timely fashion whilst creating a sense of fulfilment whilst ensuring your wellbeing and a positive work life blend is maintained.

#### You will:

- ▶ Gain clarity on what being organised means in the context of the many hats you wear
- ▶ Explore key approaches that will help you become more organised to support your wellbeing and work life blend

## Programme ...

**2.00pm - 3.00pm Webinar Part 1**

**3.00pm - 3.10pm Sponsor**

**3.10pm - 3.30pm Webinar Part 2 and Q&A's**

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