

**SUPPORTING
YOUR STRENGTHS
TO REACH
YOUR
GOALS**

**WE ARE
MACMILLAN.
CANCER SUPPORT**

**Macmillan Professionals
Coaching Programme**



Contents

Macmillan's coaching offer

Is coaching right for you?

Choosing your coach

Applying for coaching: criteria and expectations

Confidentiality

What's next?



Macmillan's coaching offer

The programme consists of six two-hour coaching sessions, spread over approximately six months. We feel strongly that coaching can benefit individuals at all points of their career, so this opportunity is open to all levels, across all Macmillan professional roles.

As part of our offer we will:

- Provide you with **appropriate support** to help develop your skills and knowledge, and increase your job satisfaction.
- Give you the **time and space** to reflect on your practice, think about specific work-based issues and talk through any anxieties in a safe and confidential environment.
- Base our coaching on **clearly-defined objectives** that you and your coach will both agree on and review regularly.
- Make sure your coaching takes place in a location **convenient** to you.
- Support you to gain the **permission and cooperation** of your line management/ employer(s).

Some of the outcomes that professionals in the programme have achieved include improvements to their:

- service development and delivery
- leadership skills, confidence and assertiveness
- levels of motivation and job satisfaction
- relationships with colleagues
- work-life balance
- ability to handle conflict
- overall outlook
- self-awareness.

We ask that time booked with coaches be protected and that re-scheduling due to other work issues is avoided wherever possible.



Is coaching right for you?

Macmillan's coaching programme aims to guide and challenge you during times of workforce, organisational or service change. We can support your role and service development, and help you to meet work challenges.

The Chartered Institute of Personnel and Development define coaching as 'developing a person's skills and knowledge so that their job performance improves, leading to the achievement of organisational, personal and team objectives. It targets high performance and improvement at work, and focuses on specific skills and goals.'



Tania, Macmillan GP
and coaching participant

- Are you in a period of transition at work? Do you feel you need extra support in dealing with these changes?
- Do you feel like you are working harder while also being less productive?
- Do you want to improve your influencing and leadership abilities, but feel that a traditional training course would not meet your needs?
- Are you looking for your next career move but unsure of how to get there?

If your answer to any of these questions is 'yes', Macmillan's coaching programme could be of value to you.



Choosing your coach

We've recruited coaches from a wide range of backgrounds and from across the UK. All have their own experiences and insights to draw upon, to help you reach your goals.

Some coaches will have a healthcare background, others will not. Many people find that working with a coach from outside their sector offers different insights; working with a coach from a healthcare background isn't a necessity.

Coaching is not a suitable replacement for clinical supervision. Coaching instead focuses on your personal, professional and career development.

You'll be able to view the coach biography database and select the coach in your area that you feel would be the best fit for your development.

You'll then have the opportunity for an introductory meeting at a time that suits you both. If after your introduction you or your chosen coach feel the match is not right, we will help you find a more suitable coach.



Regitse, Macmillan Clinical Specialist
Physiotherapist and coaching participant



Applying for coaching: criteria and expectations

- Our programme is open to Macmillan professionals at **all levels and across all roles** who have been in post for a minimum of six months.
- You are likely to be in a **period of transition** arising from workforce change, organisational change and/or service redesign, or plan to use coaching to develop your skills and knowledge to **facilitate improved job satisfaction**.
- Your coaching objectives should address **specific** work-based issues and also meet some of our **Nine Outcomes**.
- You must have **agreement and support from your line manager** to undertake coaching.
- You must be able to **commit** to attendance at all sessions, as arranged with your coach.
- Coaching requires **considerable individual effort** – both during and between sessions – in order for it to be successful.
- You are responsible for **making changes** and **following through** on actions agreed during your coaching sessions.
- You are responsible for finding an **appropriate venue** for your sessions. We're unfortunately unable to provide funding for meeting room bookings, but your coach should be able to guide you on suitable venues in your area.



Tarek, Macmillan GP
and coaching participant



Confidentiality

The content of your coaching sessions will be confidential between you and your coach. If you would prefer to keep your coaching objectives confidential with your coach, this will be fully supported and respected by us.

We strongly recommend your meetings take place **away from your place of work**, ideally in a private room or area suitable for sensitive discussions. You should choose somewhere you feel comfortable sharing your experiences and talking in a frank and open manner.

To evaluate the programme effectively and gain valuable information on how our offer could be improved, you should be prepared to take part in a **confidential evaluation**. This will cover your feelings about your coaching experience, once you have completed your sessions.

WHAT'S NEXT?

For more information on how you can apply, please visit learnzone.org.uk/coaching

Please feel free to give the following pages of this leaflet to your line manager for reference.



HELPING YOUR STAFF REACH THEIR FULL POTENTIAL

WE ARE
MACMILLAN.
CANCER SUPPORT

Macmillan Professionals Coaching Programme

Macmillan's coaching programme for professionals in a Macmillan role will guide and challenge your employees through times of change.

It can also support their professional development and help them meet challenges at work, as well as support them with service development.

The Chartered Institute of Personnel and Development define coaching as 'developing a person's skills and knowledge so that their job performance improves, leading to the achievement of organisational, personal and team objectives. It targets high performance and improvement at work, and focuses on specific skills and goals.'



Macmillan's coaching programme aims to support your employee through role and service development, and help them to meet work challenges.

The programme consists of six two-hour coaching meetings, spread over approximately six months. Other organisations may only provide coaching for their most senior staff. But we feel strongly that coaching can benefit individuals at all points of their career. Our opportunity is therefore open to all levels, across all Macmillan roles.

As part of the offer to your employee, we will:

- Provide them with **appropriate support** to help develop their skills and knowledge, and increase job satisfaction.
- Give them the **time and space** to reflect on their practice, think about specific work-based issues and talk through any anxieties in a safe and confidential environment.
- Base our coaching on **clearly-defined objectives** that your employee and their coach will both agree on and review regularly.

Some of the outcomes that professionals in the programme have achieved include improvements to their:

- service development and delivery
- leadership skills, confidence and assertiveness
- levels of motivation and job satisfaction
- relationships with colleagues
- work-life balance
- ability to handle conflict
- overall outlook
- self-awareness.

Time booked with coaches must be protected and re-scheduling of coaching sessions due to other work issues should be avoided wherever possible.

For further information, visit learnzone.org.uk/coaching



**WE ARE
MACMILLAN.
CANCER SUPPORT**

As someone working in a health and social care environment, you know cancer doesn't just affect the people you support physically. It can affect everything – their relationships, finances, work.

We want to work with you to help you provide the best treatment and care. So as well as giving you opportunities to develop and learn, we're here to provide extra support to the people you're helping. Right from the moment they're diagnosed, through treatment and beyond – so they can feel like themselves again.

To find out more about how we can support you and the people you help, visit **[macmillan.org.uk/professionals](https://www.macmillan.org.uk/professionals)**

