



APRIL 2015 NEWSLETTER

'Read our regular BLOGS to keep up to
date with current trends'

<http://www.breakthrough2performance.co.uk/Blog.aspx>

B2P Blogs

Are you familiar with our regular blogs? If not then here's a taster of this month's topic: **A good head of steam can be good – but are we boiling over?** A survey this month by Trade Union UNISON of 2,977 ambulance

workers suggested that 96% said they were suffering from stress. This is one of many articles covering the topic of stress and workplace stress but what is it that causes us to feel like this in the work place?



Our long hours culture, staff shortages, irregular or non-existent breaks or lunch hours, working to targets? When we are busy it is all too easy not to recognise the signs around us – in ourselves and others around us.



When we find ourselves faced with perceived threat or danger - our bodies react in such a way that gives us a burst of energy and strength as we decide whether we should confront the situation or run away. Certainly the analogy of a cavewoman confronted by a wild animal springs to mind and in this instance our reactions would serve us well! But does it have a place in modern life?

In some instances yes....it protects and helps us to adapt in times of change or (for example) working towards a tight deadline, it can be motivational and stimulate us to be productive and creative - or in our personal lives when dealing with family emergencies, money worries or relationship challenges. In our modern world ever challenging and changing environments place more and more demands on us, technological enhancements mean people expect quicker responses....and that we are always available.....

This month's BLOG has been written following feedback from our 2 Part Absence Management articles (Feb/April Newsletter), with the intention of being a referral resource for employees and managers on:-

- **How we 'Deal with Pressure'**
- **Why is it important to support others dealing with pressure?**
- **What should I look for? What can we do to help ourselves?**

Read the rest of this article at:

<http://www.breakthrough2performance.co.uk/Blog/tabid/114/post/a-good-head-of-steam-is-good-but-are-we-boiling-over/Default.aspx> look out for Part 2 where the focus is how 'people managers' can support their teams.



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Employment Law Update:

Last month we offered our Readers an opportunity to get in touch and raise questions relating to the Shared Parental Leave legislation that came into force last December with eligibility to parents of children born or matched for adoption on or after 5th April. Thank you to everyone who contacted us here is a selection of your Q&A's:-

How should Shared Parental Leave be used?

The regulations provide an opportunity for parents to take advantage of additional flexibility in the way they choose to care for a new arrival to the family.

What does ShPP mean? Statutory Shared Parental Pay.

What is a SPLIT DAY? Shared Parental Leave in Touch Day.

What is the eligibility criteria? Employees entitled to Shared Parental leave (SPL) and Statutory Shared Parental Pay (ShPP) if:-

- Their baby is due on or after 5th April 2015
- They adopt a child on or after 5th April 2015

When can SPL be taken?

- It can start on any day of the week;
- Only be taken in complete weeks;
- Be taken in up to 3 separate blocks (unless agreed otherwise that it can split into shorter periods of at least a week);
- Each notice to book SPL can be either for a 'continuous' block or multiple 'discontinuous' blocks.

What is the amount of ShPP that is paid? It is paid at the same rate as the weekly rate of Statutory Maternity Pay (SMP) except that the first six weeks is paid at 90% of average weekly earnings (before tax).



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Is time for a spring clean?



Is it time to dust off your knowledge, put it into practice, learn new skills, develop your team – or perhaps you're looking for a bit of a refresher?

Over the past couple of months we've seen a steady increase in requests from Managers wanting (and needing!) to reduce the number people directly reporting to them, so they can focus on the job in hand-growing their business! Introducing employees to new roles and responsibilities can represent new challenges if they are introduced without much needed support, development or training - does this sound familiar...."I've lost my best sales person and gained my worst manager". If so, then read on...due to the success of our workshops last year we are offering a variety of existing and new workshops – all promising to be highly interactive and focused on providing practical skills that can be taken back into the workplace:-

- ✓ **Leader – Manager – Doing!** Is there a difference between Leadership and Management? Recognising differences in your teams, motivating your team and building relationships.
- ✓ **Delegation:** when to, what to, how to – and what not to!
- ✓ **Time Management & Prioritising:** Managing your time more effectively. Urgent vs non-urgent. Not spending too much time on 'comfort tasks'.
- ✓ **Team Learning Styles & Preferences:** Learn new skills and approaches – key to those who are accountable for the work of others - as well as your own
- ✓ **Communication & Listening Skills:** practice makes perfect! Active listening, funnel questions, paraphrasing, clarifying understanding.
- ✓ **Coaching Skills & 'Managing' in a Coaching Style:** When to coach and when to mentor. Coaching individuals and teams to top performance. What skills does a good coach need?
- ✓ **Handling Difficult Conversations:** Why do you need to have difficult conversations? What are the consequences of not having them?
- ✓ **Effective Investigations:** Collecting and presenting evidence, identifying risks, drawing conclusions and making recommendations.
- ✓ **Dealing with Disciplinary, Capability and Grievance in the Workplace:** Effectively managing the process, legal and statutory requirements and mitigating risks.

Workshops can be designed to be run as breakfast 'snacks' to fit in with demanding work priorities, or half or full day sessions – all tailored to meet your needs – the choice is yours! If your preferred workshop is not listed then tell us! Call to discuss your requirements: 01908 274189 / 07919 552769 or email jannine@b2phr.co.uk for further details.



"Together we can make a difference"

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Health & Well-being Events

Remember 'Wear a Hat Day' on March 27th promoting the work of the UK charity Brain Tumour Research?

Well didn't you all have fun – take a look at some of the photos that have been shared with us:-



If you'd like to find out more or still like to donate visit: www.wearahatday.org

Seasonal Food:

Sardines, Asparagus, Chicory, New Potatoes, Samphire, Morel, Crab, Lamb.



May Events

- Deaf Awareness Week: 2nd – 10th
- National Thrombosis Week: 4th – 8th
- Sun Awareness Week: 4th – 10th
- Walk to Work Week: 11th – 15th
- Fruity Friday: 15th

The success of this newsletter relies on feedback from you - spend a moment to tell us what topics you would like to see covered in 2015!

This newsletter and articles are for general informational and educational guidance purposes only and should not be regarded as a substitute for taking legal advice.

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Together we can make a difference