

## TOP TIPS

A collection of all of our top tips shared in Season 4 of The Coaching Cast



### Episode 1 : New Year, New Intentions

1. **Review the Previous Year** at home and at work. What are you happy about? What are you proud of? What would you do differently?
2. **Try a Visualisation Exercise** to create detailed, connected goals for the year e.g. write yourself a letter with all of the things you want to do and schedule opening it on NYE
3. **Challenge Yourself** but also be fair and realistic
4. **Create a Routine** to encourage new habits and achieve your goals

### Episode 2: Let's Get Personal Building Your Personal Brand with Amelia Sordell

1. **What Does Success Look Like to You?** Think about why this is important and why now
2. **What Do You Want to Be Known For?** What do you value? What do you believe in and stand for?
3. **Identify Others Doing What You Want** Engage with them, learn, mirror
4. **Be Yourself & Give It a Go** Find enjoyment through learning from the process

### Episode 3: Help! I Don't Get On with My Co-Worker!

1. **Take Time to Understand What's Going On** Why do you feel this way? Is this about you or them?
2. **Identify the Specific Issues** Which of these can you resolve yourself? How? What action will you take?
3. **Take a Deep Breath** and pause before you react or take any course of action. Create the space to think.
4. **Talk to Them** Put on your **Courage Cap** and talk it out with the individual

### Episode 4: Making the Menopause Mainstream with Bev Thorogood

1. **Research** try visiting the NHS website
2. **Talk to a GP** share how you're feeling, what's going on, and seek the right solution.
3. **Tell Your Manager** and ask for what you want to help you at work
4. **For Managers: Explore Practical Ideas** to make the individual more comfortable e.g. desk fan
5. **For Managers: Communicate** - talk, don't be scared, be curious, ask questions, listen

## Episode 5: Your Superpower at Work is You!

1. **Remind Yourself of Your Successes**  
- take yourself back to those moments, appreciate yourself and what you achieved, take learnings to use now
2. **Be Aware of Your Gremlins** What are they saying? What is fact and what is fiction?
3. **Create Your Own Cheerleader** what helpful, supportive things can you say to yourself?

## Episode 6: Get What You Want at Work

1. **It's Ok to Ask for What You Want**  
If you don't ask, you don't get!
2. **Plan, Plan, Plan:** Your asks, your offers, the approach you're going to take, the language you will use. Write down your shopping list
3. **Do it Face to Face** No emails!
4. **Go for It!** Put that **Courage Cap** back on!

## Episode 7: Diversity is the Winning Formula

1. **Seek to Understand** learn about all of your team members, be curious about them, and find ways to connect
2. **Be Intentional in Creating Belonging** and acknowledge, and celebrate, individuals and their differences
3. **Review Your Operational Policies** to ensure that these support creating diversity e.g. recruitment
4. **Be Aware of Your Bias** focus on fairness

## Episode 8: IWD 2022 - Proximity Bias #breakthebias

Fairness Inclusion Awareness

1. **Assess Yourself** check who you've spoken to in your team and what their workload, and opportunities are
2. **Schedule Weekly Catch Up's** with each individual and monthly face to face sessions to ensure that you're seeing everyone regularly and consistently
3. **Share Expectations** with your team about work locations and regularity

## Episode 9: Wellbeing IS Performance with Jack Green

1. **Focus on Consistent Effort** give all that you can each day day. Showing up and having a go is good enough. Tomorrow is a new day!
2. **Role Model Actions & Behaviours** which support and encourage prioritising wellbeing and self-care. Create the environment.
3. **Form Your Circle** with individuals who you care about, and care for you in return. Everyone else can get lost!

## Episode 10: Don't Just Crack On - The Power of Reflection

1. **Commit to Reflecting** - Book it in your diary and do it!
2. **Find a Suitable Space** where you can be alone to think
3. **Be Curious About You!** Ask yourself questions and be honest with your answers
4. **Find Your Format** - write your reflections down, say them aloud, share them, think them

## Our Season 4 Guests



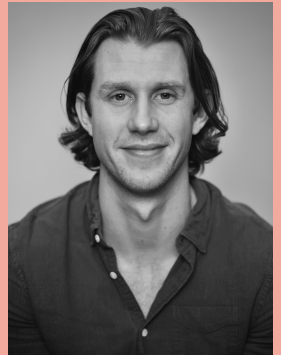
### Amelia Sordell

Amelia is the founder of personal brand agency Klowt and has over 80,000 followers on LinkedIn. She joined us in Episode Two to discuss how to build your personal brand. You can find Amelia on LinkedIn, Instagram, and also learn more about Klowt via their website <https://klowt.io>



### Bev Thorogood

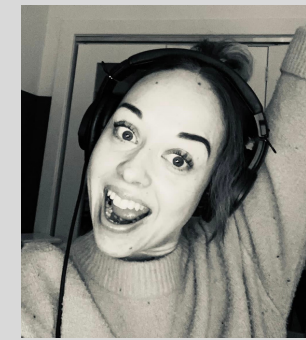
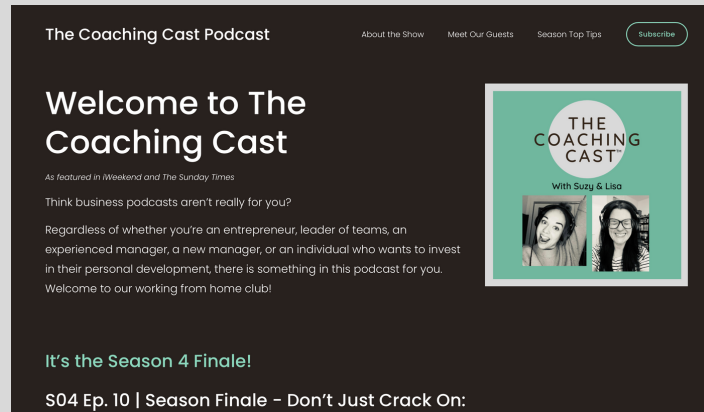
Bev is a Coach and Trainer with over 15 years experience. She has helped hundreds of organisations and thousands of employees across all sectors to understand the impact of menopause on working women. You can listen to Bev in episode four. Find her on LinkedIn or visit [www.florescotraining.co.uk](http://www.florescotraining.co.uk)



### Jack Green

Jack represented Great Britain at the London 2012 and Rio 2016 Olympic Games in the 400m hurdles and 4x400m relay events. He became a mental health ambassador after being diagnosed with depression, bipolar tendencies and anxiety. Listen to him share and discuss his wellbeing philosophy in episode nine.

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Coaching Cast Website  
[www.thecoachingcast.co.uk](http://www.thecoachingcast.co.uk)  
View all episodes, learn about all of our guests, download all top tips, and much more!



Suzy Hunt



Lisa Wood

## Want More?

If you want to learn more about these topics or coaching, and how it can support you with your personal development and achieving greater success, you can contact Suzy and Lisa at [hello@thecoachingcast.co.uk](mailto:hello@thecoachingcast.co.uk)

You can also find us both on Instagram @the\_coaching\_cast or connect with us individually on LinkedIn. Don't forget that you can also watch The Coaching Cast on YouTube.

Season 5 of The Coaching Cast launches in May 2022! Stay in touch by following us on Instagram and YouTube.



Remember to put your  
Courage Cap on!  
You've Got This!

