

# Alison Wilson & Associates Ltd

Making Life Work  
for You and  
Your Employees

# Hello...

At Making Life Work for You, we are passionate about equipping people for a better quality of life.

We are a team of professionals working together to increase the health and wellbeing of individuals enabling them to reduce and manage stress levels and so increase performance and productivity.

In order to function at the highest level it is important that people feel supported, empowered and enlightened.

With over 15 years' experience in the public and private sector, our highly trained professionals advise and guide you to support productivity and performance.

All feedback has reported improvements for staff, not only in their work life but also in their personal life too.

Each staff member is passionate about equipping people for a better quality of life. Our associates consist of;

- Coaches
- Counsellors
- Motivational Speakers
- Cognitive Behavioural Therapy (CBT) Specialists
- Occupational Health Practitioners
- Eye Movement Desensitisation and Reprocessing (EMDR) Therapists
- Physiotherapists

To make an appointment or to discuss our services

please call us on **07725 840022** or e-mail **admin@makinglifeworkforyou.co.uk**



Yours Sincerely,  
Alison Wilson, Director.



*“The health of our staff and their emotional well-being is hugely important as it is crucial to the success of the academy and above all, to their own happiness. Our Coach is utterly reliable and trustworthy. Our staff absence record and stress-related illness have both reduced. I highly recommend.”*

**Dixon’s Allerton Academy**

*“Since working with Making Life Work for You we can report that our staff have an increased awareness of their own wellbeing and the wellbeing of others. Where staff were absent from work, they reported that this process helped them and they returned to work quicker. Coaching by nature is empowering and our staff are equipped with skills to take control and move forward with their life – professionally and personally.”*

**West Yorkshire Probation Service**

*“Thank you Alison for helping us care for the people that help make some magic happen. We have been so pleased with the results that we have asked Alison to continue as our wellbeing partner on a more permanent basis.”*

**Forget Me Not Children’s Hospice**

*“The team building day was brilliant from the planning stages right through to delivery. It was fun for all staff and there was a real sense of team spirit and a positive buzz throughout the session and beyond!”*

**Reevy Hill Primary School**

# Values



At Alison Wilson & Associates Ltd our CORE values are;

**C**onsistant

**O**pen & Honest

**R**eliable

**E**xperienced

# Coaching

# Our Services

Our coaching services include;

- Wellbeing Coaching
- Life Coaching
- Stress Management Coaching
- Performance Coaching
- Head teacher and Leadership Coaching

Coaching is a form of personal intervention that is future focused, goal orientated and concerned with enabling others to move forward with their lives or business more effectively.

By developing people's skills and abilities, we aim to help individuals deal with issues and challenges before they become a major problem.

We take a very practical approach, providing individuals with a toolbox of skills they can apply to all situations in different walks of life.

Coaching helps improve symptoms such as:

- Stress
- Anxiety
- Inability to cope
- Exhaustion
- Confusion
- Self esteem
- Panic attacks

## Specific Coaching Packages

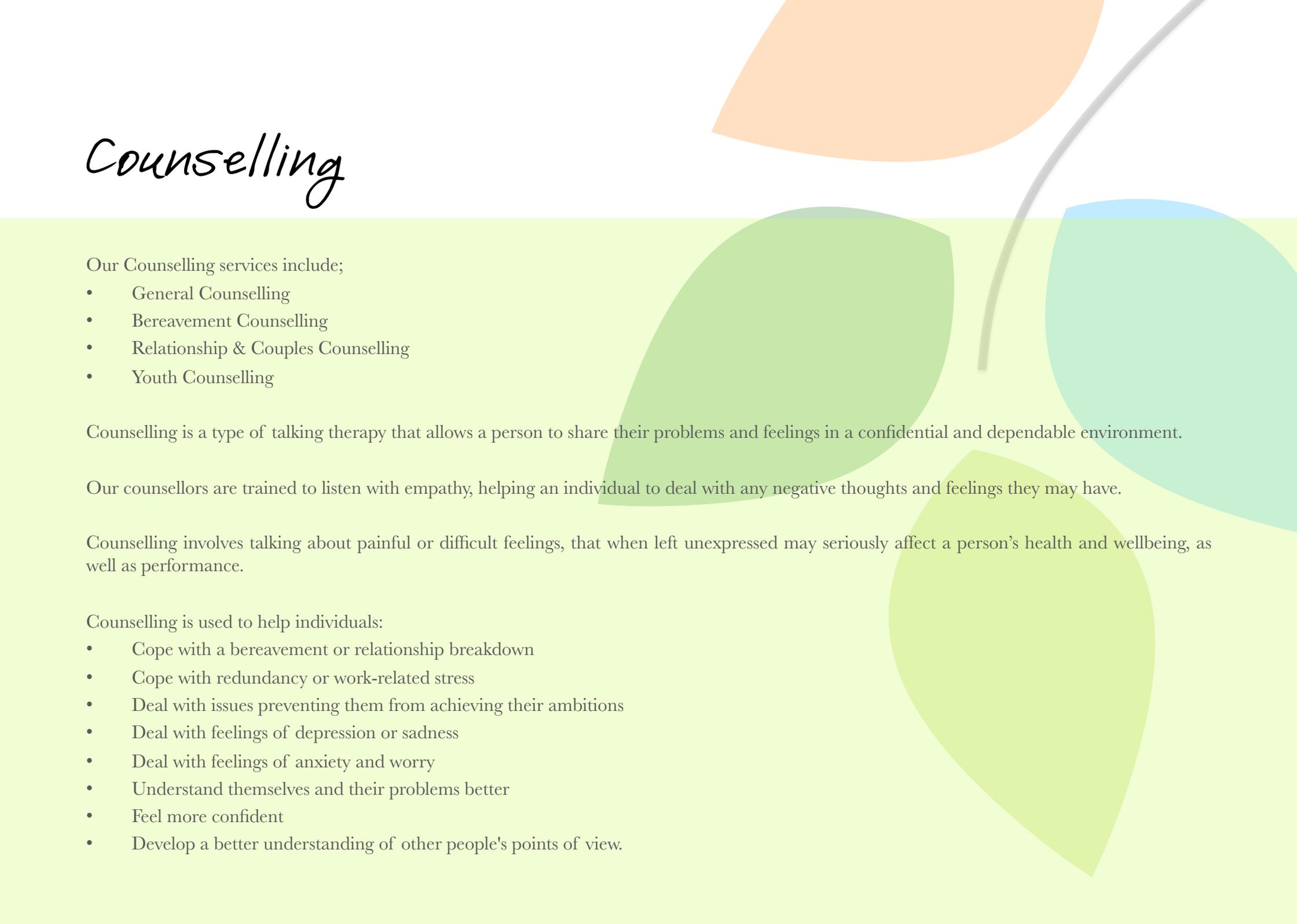
**Confidence to Return to Work** - Returning to work after maternity leave, a career break or illness may seem a daunting prospect. We coach employees who may need short-term extra support to make a successful return to work.

**Retaining Experienced Staff** - Retaining experienced staff and leaders can be the answer to staffing issues. We provide coaching support to staff to help them review their work-life blend and remain effective and valued colleagues in their place of work.

**Next Steps – Career Coaching** - Deciding when and how to move on in your career path can be daunting. We ask the key questions and give staff the tools for them to confidently identify their skills and attributes so they make the decisions most appropriate for their circumstances.

We also aim to reduce sickness absence from work and empower those on long-term sick to return to work through practical coaching methods. Our track record shows that where a client was absent from work, coaching has helped them to return to work quicker and remain in work.

# Counselling



Our Counselling services include;

- General Counselling
- Bereavement Counselling
- Relationship & Couples Counselling
- Youth Counselling

Counselling is a type of talking therapy that allows a person to share their problems and feelings in a confidential and dependable environment.

Our counsellors are trained to listen with empathy, helping an individual to deal with any negative thoughts and feelings they may have.

Counselling involves talking about painful or difficult feelings, that when left unexpressed may seriously affect a person's health and wellbeing, as well as performance.

Counselling is used to help individuals:

- Cope with a bereavement or relationship breakdown
- Cope with redundancy or work-related stress
- Deal with issues preventing them from achieving their ambitions
- Deal with feelings of depression or sadness
- Deal with feelings of anxiety and worry
- Understand themselves and their problems better
- Feel more confident
- Develop a better understanding of other people's points of view.

# Occupational Health

As a partnership we are offering occupational health provision from one of the leading sickness absence management specialists in the country.

Our company commitment remains the provision of an ethical, compassionate and efficient service: supporting both employee and employer whilst offering competitive rates.

We work in partnership with Susan Gee an Occupational Health Specialist who is the Wellbeing Manager at Yorkshire Water. Yorkshire Water's stress risk assessments and early treatment referrals for stress and musculoskeletal problems have saved the company at least £800,000. "We have a big workforce," says Susan Gee. "Most of those people come to work, do a good job and go home. But occasionally things go wrong and if you value people you want to be the sort of employer that is doing everything you can to support them. It's good business and it's the right thing to do."

We will aim, where ever possible, to carry out a face-to-face assessment for any referral within 5-10 workings days. A written report will be delivered within 5 working days of the appointment.

We offer a personal, relevant and professional service to all our customers and will endeavour to supply relevant and informative reports.

Any follow up services required (eg. Counselling, Coaching, CBT, EMDR, Physiotherapy...) will be accessible for the client within 5 working days. These additional services will only be suggested when necessary.

Access to this service is on a payment by referral basis and no retainer is required.

- We have over 15 years' experience in both the public and private sector.
- We provide value for money prices.
- Access to a range of highly qualified and experienced practitioners, independent Doctors or nurse practitioners.
- We provide an holistic, person-centred and nurturing approach.
- Assessments for any referrals are completed within 5-10 working days.
- Prompt appointments available within 5 working days.
- A fast track service is available.
- We are flexible – we can provide on-site and off-site appointments and training.
- We also provide a telephone service if appropriate.
- Reports are issued within 5-10 days of the final appointment.
- Our reports offer functional advice to support both employee and employer.



## *External Investigations*

We have experience of undertaking the role as an objective, independent and impartial investigator for both schools and businesses to help with conflicts, disciplinary matters, grievances and complaints.

Our aim is to complete the investigation as thoroughly as possible in the shortest amount of time possible, in order to reduce stress for all parties.

Our team consists of ex-Head teachers and Senior Leaders who have a breadth of experience of investigating and presenting cases relating to potential misconduct, exam malpractice and grievances.

## *Conflict Resolution*

Rebuilding professional relationships. We work with individuals where there has been a breakdown in their professional relationship so that colleagues are able to work together in a professional manner.

## *Mediation Services*

Mediation is an effective way of resolving disputes to maintain the relationship wherever possible. We provide an independent third party - a mediator - who helps both sides come to an agreement.

The role of the mediator is to help parties reach a solution to their problem and to arrive at an outcome that both parties are happy to accept. Mediators avoid taking sides, making judgements or giving guidance. They are simply responsible for developing effective communications and building consensus between the parties.

The focus of a mediation meeting is to reach a common sense settlement agreeable to both parties in a case.

Mediation is a voluntary process and will only take place if both parties agree. Whilst it is a confidential process, and the details of the journey will never be disclosed, a summary of the agreed outcome may be released to the employer by informed consent.

Mediation is a flexible process that can be used to settle disputes in a whole range of situations such as:

- Colleague disputes
- Line management breakdown disputes
- Contract disputes.

## *Cognitive Behavioral Therapy (CBT)*

Cognitive Behavioural Therapy (CBT) is a talking therapy that can help you manage your problems by changing the way you think and behave. It is most commonly used to treat anxiety and depression but can be useful for other mental health problems as it looks for practical ways to improve a person's state of mind on a daily basis.

CBT is based on the concept that thoughts, feelings, physical sensations and actions are interconnected, and that negative thoughts and feelings can create a trap into a negative cycle. By breaking down overwhelming problems into smaller parts the therapy empowers a person to change these negative patterns to improve the way they feel.

CBT can help people deal and cope with:

- Obsessive Compulsive Disorder (OCD)
- Panic Disorder
- Post-Traumatic Stress Disorder (PTSD)
- Phobias
- Eating Disorders
- Sleep Problems
- Alcohol Misuse

## *Eye Movement Desensitisation and Reprocessing (EMDR)*

Eye movement desensitisation and reprocessing (EMDR) is a relatively new treatment which has been found to reduce the symptoms of Post-traumatic stress disorder (PTSD). PTSD is an anxiety disorder caused by very stressful, frightening or distressing events. Someone with PTSD often relives the traumatic event through nightmares and flashbacks, and may experience feelings of isolation, irritability and guilt.

EMDR It involves making side-to-side eye movements, usually by following the movement of your therapist's finger, while recalling the traumatic incident. Other methods may include the therapist tapping their finger or playing a tone.

# Physiotherapy

Physiotherapy helps to restore movement and function when someone is affected by injury, illness or disability. It can also help to reduce the risk of injury or illness in the future. Physiotherapy can be helpful for people of all ages with a wide range of health conditions, including problems affecting the:

- Bones, joints and soft tissue – such as back pain, neck pain, shoulder pain and sports injuries.
- Brain or nervous system – such as movement problems resulting from a Stroke, Multiple Sclerosis (MS) or Parkinson's Disease.
- Heart and circulation – such as rehabilitation after a heart attack.
- Lungs and breathing – such as Chronic Obstructive Pulmonary Disease (COPD) and Cystic Fibrosis.

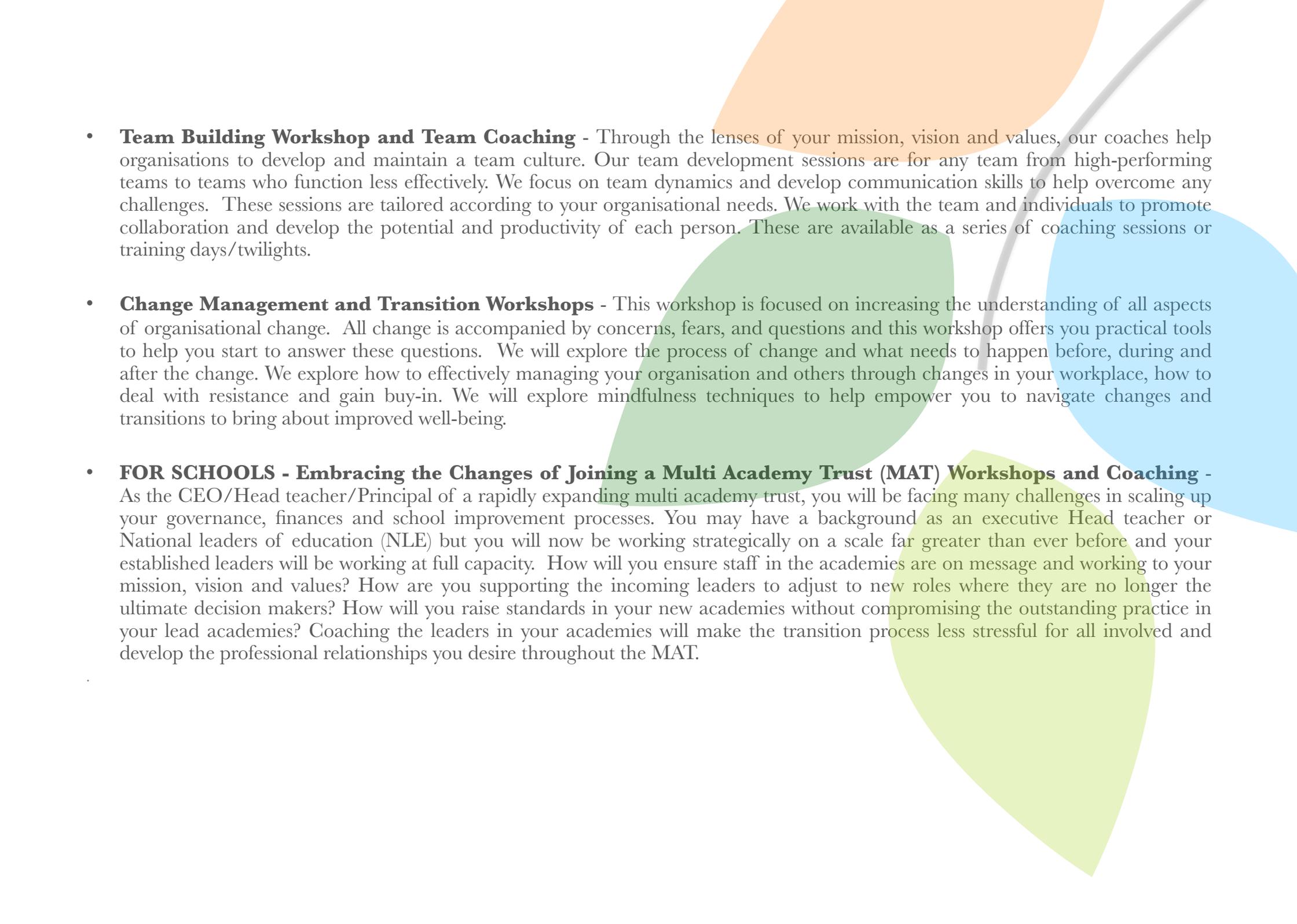
To find out more about our services:  
Please call us on 07725 840022 or  
email [admin@makinglifeworkforyou.co.uk](mailto:admin@makinglifeworkforyou.co.uk)

# Workshops

We provide a range of bespoke onsite and offsite training and workshops that provide excellent value for money.

All our training packages help attendees develop essential skills and confidence to ensure your employees are well equipped for all areas of work.

- **Resilience Workshops** - Build your workforces resilience with this one day tuition that is highly relevant, focused and effective. Staff will learn resilience coaching strategies that they can operate on a daily basis and within the most stressful of environments.
- **Mindfulness Workshop** - Mindfulness is a life enhancing skill and approach to living which can deepen a person's sense of well-being and fulfilment. Our course is based upon the programmes of mindfulness based stress reduction, developed in the USA by Kabat Zinn, and mindfulness based cognitive therapy, developed in the UK and Canada by Mark Williams, John Teasdale and Zindel Segal.
- **Understanding Mental Health Workshop** - During this session we break down the fears and misunderstandings surrounding mental illness, which can often prevent people from seeking appropriate help. We help you gain an understanding of mental health and mental illness, contributing factors and recovery. We aim to empower you to support people with a mental health issue and be able to relate to their experiences.
- **Health and Wellbeing Workshop** - Research conducted shows that a growing number of employees are likely to stay longer term with employers interested in their wellbeing. Our health and wellbeing workshops aim to improve the health, wellbeing, energy and performance of the whole workforce. Growing research demonstrates the importance of mental health and wellbeing in relation to our performance and effectiveness at work. We can host two sessions as part of our Health and Wellbeing Workshops;
  - Health and Wellbeing Awareness Training for Managers and Leaders.
  - Health and Wellbeing Workshops for Staff: Our team of professionals can create a bespoke workshop (this could be a full day or a morning/afternoon or even a whole year programme) that is available for all your staff to participate in. The aim is for all your workforce to focus on their health and wellbeing. This could involve breakout areas for; nutritional advice, team building activities, sports, reading, resilience workshops, mindfulness workshops, staff satisfaction and evaluation questionnaires, physiotherapy sessions...

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- **Team Building Workshop and Team Coaching** - Through the lenses of your mission, vision and values, our coaches help organisations to develop and maintain a team culture. Our team development sessions are for any team from high-performing teams to teams who function less effectively. We focus on team dynamics and develop communication skills to help overcome any challenges. These sessions are tailored according to your organisational needs. We work with the team and individuals to promote collaboration and develop the potential and productivity of each person. These are available as a series of coaching sessions or training days/twilight.
  - **Change Management and Transition Workshops** - This workshop is focused on increasing the understanding of all aspects of organisational change. All change is accompanied by concerns, fears, and questions and this workshop offers you practical tools to help you start to answer these questions. We will explore the process of change and what needs to happen before, during and after the change. We explore how to effectively managing your organisation and others through changes in your workplace, how to deal with resistance and gain buy-in. We will explore mindfulness techniques to help empower you to navigate changes and transitions to bring about improved well-being.
  - **FOR SCHOOLS - Embracing the Changes of Joining a Multi Academy Trust (MAT) Workshops and Coaching** - As the CEO/Head teacher/Principal of a rapidly expanding multi academy trust, you will be facing many challenges in scaling up your governance, finances and school improvement processes. You may have a background as an executive Head teacher or National leaders of education (NLE) but you will now be working strategically on a scale far greater than ever before and your established leaders will be working at full capacity. How will you ensure staff in the academies are on message and working to your mission, vision and values? How are you supporting the incoming leaders to adjust to new roles where they are no longer the ultimate decision makers? How will you raise standards in your new academies without compromising the outstanding practice in your lead academies? Coaching the leaders in your academies will make the transition process less stressful for all involved and develop the professional relationships you desire throughout the MAT.

# Training

- **Leadership/Management Training** – For any organisation, assembling, developing and sustaining a high-performing leadership team is vital for organisational effectiveness and performance. Many leaders are working in complex and challenging situations that place huge demands on their leadership and management skills. As a leader it is important to be able to manage people effectively. Our training course explores behaviours and characteristics for effective people management. We help to develop your confidence and leadership skills to enable you to manage people and change in order to maintain a happy work place and increase performance and productivity. Effective team working at leadership level takes time to develop and therefore we suggest that these sessions are over a couple of days in order to help set aside time for team development and in order for our associate/s to help facilitate this development.
- **Staff Absence Management Training** – This training course aims to help managers and leaders reduce absence in the workplace. We take into account people management skills. We examine the issue of absence in the workplace while providing a framework for discovering the root cause of absence. We will look at communication skills and how to conduct difficult conversations and how to run supportive return to work interviews effectively. This training will provide you with the essential skills to investigate and manage absence consistently and fairly.
- **FOR SCHOOLS - School Leadership Development Training** - Leadership coaching improves the outcomes of your organisation through developing leadership. Even the most resilient of leaders may need coaching support to face the complex challenges of their roles.
- **FOR SCHOOLS** - CPD for primary, secondary and special schools. All sessions are personalised to meet your needs by discussing your context and desired outcomes in advance. We offer whole day, half day and twilight CPD. Session ideas;
  - The First 100 Days of Leadership
  - From Accidental to Deliberate Leadership
  - Leading Effective Performance Management
  - Leading Difficult Conversations
  - Embracing Change
  - Resilience and Mindfulness
  - Developing Leaders as Coaches
  - Improving the Effectiveness of your Governing Body

## **Wellbeing - An Introduction into Mental Health**

- In the UK, 1 in 4 people will experience a mental health problem each year. Recent research from the Office of National Statistics (ONS) has found that mental health problems, including stress, depression and anxiety, are the leading cause of workplace absence in the UK, after minor illnesses.
- This training course has been designed as an introduction to mental health in order to raise an awareness of how important it is to the workplace.
- The course provides an overview of mental health to enable delegates to spot the signs and symptoms, however we will not be training you to be able to diagnose others.
- We look at positive and negative mental health, wellbeing and some mental illnesses and disorders. This course is aimed at developing your own understanding of mental health. We aim to provide you with the confidence and understanding to help colleagues feel supported and encouraged.
- During this course we look at topics that will have had an impact on our lives or people close to us. We emphasise that self-care is crucial and if at any time a delegate needs a break we encourage them to do so.
- This course can be bespoke to your organisation's needs – it can be delivered as a 7 hour training day (with lunch) or split into two separate training sessions.
- When an organisation signs up to An Introduction into Mental Health training, we strongly recommend that some staff members then go onto the Adult Mental Health First Aid Training two day accredited course.

## **Mental Health First Aid (MHFA) England Two Day Adult Mental Health First Aid Training**

- The Mental Health First Aid (MHFA) England two day Adult MHFA course is an internationally recognised course.
- This training is delivered by a quality assured MHFA instructors and delivered into four manageable chunks. These are:
- Mental Health First Aid, mental health, and depression
- Depression (cont.) and suicidal crisis
- Anxiety, personality disorders, eating disorders and self-harm
- Psychosis, schizophrenia and bipolar disorder
- The Adult MHFA course usually takes place over two full days. The sessions will be a mix of presentations, discussions, and group work activities.
- Our instructors provide a safe learning environment and are trained to support you throughout the whole course. Due to some of the sensitive subjects of our courses, we limit numbers to 16 people. If you don't feel comfortable joining in certain parts, then there is no pressure to. We want everyone to feel safe and our instructors can help if people find some parts particularly difficult.
- MHFA won't teach you how to be a therapist, but everyone who attends the course will receive a copy of the MHFA manual and workbook, which are both excellent support resources. When you have completed the course you will receive a certificate to confirm that you are a trained Mental Health First Aider.

**To find out more and to book onto either of these courses please call us on call us on 07725 840022  
or e-mail [admin@makinglifeworkforyou.co.uk](mailto:admin@makinglifeworkforyou.co.uk)**

# Call to Action

We offer outstanding health and wellbeing support services, to help you fulfil your duty as an employer to consider employee health issues in line with the Equality Act and Health and Safety obligations.

We provide a range of bespoke options tailored to your organisational needs and employee needs.

Please call us to find out more on **07725 840022**  
or e-mail **[admin@makinglifeworkforyou.co.uk](mailto:admin@makinglifeworkforyou.co.uk)**

**[www.makinglifeworkforyou.co.uk](http://www.makinglifeworkforyou.co.uk)**