

AHUA's coaching programme focuses on those working at the most senior levels in organisations. It provides individuals with a safe space in which they can reflect on their performance and personal development. The coach supports this process using a range of interventions to build self-awareness, emotional intelligence and confidence. In so doing, individuals realize that they can make more informed choices in their life and thereby increase their success.

## Bespoke coaching support for newly appointed Registrars\* exclusive to AHUA members


### AHUA

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The AHUA is delighted to offer a unique opportunity to those AHUA members who have been appointed recently and for the first time to the role of Registrar\*. This opportunity sits within a suite of developmental programmes for AHUA members and senior staff aspiring to become Registrars.

### What we are offering

Newly appointed Registrars will have the opportunity to take up a series of four executive coaching sessions during the first year of their appointment. As an investment in its new members, the sessions will be fully funded by the Association.

Members who have already taken up this offer have found it to be an invaluable opportunity to gain insight into how they work, their personal style and how best to manage the challenges of the new role.

### Why we are offering it

The transition from a senior role in university administration to the most senior role of Registrar or University Secretary is challenging. The new postholder must provide leadership to a range of professional staff in the organisation, grasp a demanding portfolio of activities, as well as learn to work effectively in partnership with the Vice Chancellor, Chair of Council and Council/Board of Governors itself.

The size of the job and the speed at which the newly appointed Registrar is expected to deliver to the new role can seem daunting, making the opportunity to access independent support invaluable.

In order to accelerate progress through this challenging period of transition, the AHUA has established a team of coaches, selected for their ability to help individuals to gain confidence in the leadership role and to do so in the shortest possible time. The AHUA office will supply profiles of the coaches from which each individual can choose according to their particular requirements.

It is recommended that newly appointed Registrars should undertake four sessions of coaching in the first year of appointment and the coaching opportunity is only available in this timeframe.

If you would like further information about what coaching involves and how it could be of benefit to you, contact Tess Brooks, leader of the AHUA coaching team, on 0207 274 4878.

### Next steps

If you wish to take advantage of this opportunity, please contact Catherine Webb, AHUA Executive Secretary by e-mail at [c.f.webb@manchester.ac.uk](mailto:c.f.webb@manchester.ac.uk) or by phone on 0161 285 8095. You will be supplied with the profiles of the team of coaches and it will be up to you to review them and make contact with those who appear the best match for your requirements. Sessions will then be arranged directly between you and the coach. The AHUA will pay the coaches directly for their services.

The four sessions must be taken in the next 12 months from the month of your appointment and you should make contact with the coaches within two months of receiving information about them.



***“Despite previous scepticism about coaching I found the process to be hugely valuable in enabling me to reflect on strengths and weaknesses, develop strategies for addressing the most challenging of issues and in providing a means to develop a longer term view about my role. I’m a convert.”***

Paul Greatrix, Registrar, University of Nottingham



***“It was really useful to be able to have a totally frank conversation with someone whose only agenda was to help you and who was able to bring a nicely challenging professional perspective to your concerns”***

Carol Burns, Registrar and Secretary, University of Brighton



***“This initiative was of enormous value. Coaching was about exploring my needs, motivation and skills. It gave me a greater insight into my own capacity to make changes in my area of work and taught me not how to survive in a demanding role but how to thrive.”*** Stephen Marshall, University Secretary and Registrar, University of the Arts London

\*The title Registrar is being used here to represent positions which might also be titled Head of University Administration, University Secretary, Head of Professional Services or Chief Operating Officer

