

## **Jacqui Burke CV**

Following completion of a degree in English Literature Jacqui spent 12 years in the Financial Services industry, as a training and development specialist. Jacqui became a consultant in 1997 and in 2001 set up Flourishing People, which supports the growth and performance of organisations by helping their people to flourish.

### **Some recent assignments**

#### **Coaching and mentoring**

Over 500 hours of one to one and team coaching and mentoring including:

- executive coaching to support professional development and enhance performance
- business coaching and mentoring with business owners, especially start-up and pre-start businesses
- personal development coaching with managers to assist in the identification of strengths and development areas and the creation of a personal development plan
- career coaching for individuals facing a crossroads in their career or when faced with redundancy, especially for those considering starting up a consultancy business
- team coaching for newly formed and established teams to assist in the development team strategy, team working and to enhance team performance.

#### **Training and development**

Design and delivery of management training and team development programmes including:

- business and management skills training for childcare providers in Essex on behalf of the local authority since 2005 (modules have included business planning; marketing your services; pricing your services; managing your finances; managing information; performance management; time management; communicating assertively; motivating the team)
- personal and professional skills development for graduate new entrants at a utility consultancy business including workshops on time management, influencing skills and selection interviewing
- skills development for government departments seeking to establish new ways of working including modules on project management, building an effective team and stakeholder engagement
- facilitation of action learning sets for organisation including a Strategic Health Authority and a manufacturing company to support the management of change

#### **HR consultancy**

Management of a variety of HR assignments focused on improving people management processes, including:

- Investors in People projects for a wide range of clients of all sizes and degrees of complexity, in both the public and private sectors, for over 10 years including diagnosis, action planning and implementation support
- design of a balanced scorecard to support a new approach to performance management for a large national training provider
- design and implementation of a performance management framework for a national charity
- training needs analysis project for a government department with new regulatory powers
- a training and competence project for a high street bank to ensure compliance with regulatory requirements together with satisfying the needs of the business.

#### **Qualifications**

Chartered Fellow of the Chartered Institute of Personnel & Development; Member of the Association for Coaching; Associate of the Institute for Learning (qualified to PTTLS level); Member of the Institute of Leadership & Management; Member of the Institute of Business Consulting; Certificate in Counselling Skills; Registered Investors in People Adviser; SFEDI accredited; qualified to administer the Myers Briggs Type Indicator (MBTI). Currently completing a CELTA qualification at Anglia Ruskin University.

#### **Other activities and interests**

- School Governor and Chair of Personnel Committee for a local primary school with specific responsibility for Early Years and the Foundation Stage, and Health & Safety issues
- Speaking at events on behalf of MentFor to raise awareness of mentoring in business and education within the East of England
- Volunteer Business Mentor for Young Enterprise Suffolk, the Cambridgeshire Mentoring in Schools Programme and for Anglia Ruskin University.