

Core Skills Programme

Coaching Skills

Course Outline

Introduction

Coaching is an increasingly important part of individual and business development and is vital skill for anyone in a managerial/supervisory role to possess. In today's commercial environment where competitive performance matters, coaching individuals can unlock untapped potential and provide focused developmental goals and drivers.

All too often people lack the confidence and skills to tackle performance issues constructively within a coaching context. But when conducted correctly this provides an opportunity to improve the motivation, development and performance of team members.

For

Managers, supervisors or project managers who need to develop others.

Objectives

The objectives of this programme are to:

- Identify the attitudes, and behaviours for effective coaching
- Develop a structured approach to coaching.
- Give people the skills to enable them to conduct coaching sessions with others at work

By the end of this programme, the delegates should be able to:

- Clearly understand the key aspects of coaching
- Be aware of the skills required for effective coaching (i.e., questioning, empathy and feedback)
- Practice basic coaching skills in the context of a structured coaching model.
- Take their coaching skills out into the workplace

Course Content/ Learning Components

The teaching method is a mixture of formal input, group discussion and practical work. Role plays are used to pinpoint and develop the skills needed for coaching.

Building on pre-course activities by delegates, the programme covers aspects such as:

- Introduction to Coaching: Definition, Goals of Good Coaching and Attributes of a Good Coach
- Skills of Coaching
- Leadership Styles and Learning Styles
- Questioning Skills
- Feedback
- Structured Coaching Model
- Development of Coaching Plans & Top Ten 'Must Do' Guide for coaching

Behavioural Competency Addressed

The following primary competencies and success factors will be addressed in the course:

- People Development: Harnesses Performance Through Teams.

Duration

This is a one day course.