

One Day Development Workshop COACHING FOR SUCCESS: BELIEVING IN POTENTIAL

WORKSHOP OUTLINE

Overview

This workshop is for anyone keen to develop their coaching skills and learn how to apply them in practice.

Outcomes

By the end of the workshop, you will understand the principles of coaching and their application in practice and be able to:

- Apply the Five Steps needed to coach effectively
- Draw up a basic coaching plan
- Give appropriate developmental feedback
- Use coaching as a practical skill to help develop your potential and the potential of the people you work with
- Agree actions you will now take back in the workplace

Programme

9.30am	<p>Welcome & Introductions</p> <p>What is coaching?</p> <ul style="list-style-type: none"> • The ingredients of coaching • Differences between coaching and mentoring • Coaching models <p>Your role as 'coach'</p> <ul style="list-style-type: none"> • Competence to coach • When to use coaching
12.30pm	Lunch
1.15pm	<p>Effective communication skills for coaching</p> <ul style="list-style-type: none"> • Questioning and listening skills • Managing body language • Giving and receiving feedback <p>Coaching in practice</p> <ul style="list-style-type: none"> • Coaching Skills - Five Steps to Coaching on the Job • Evaluating your success as a coach • Some 'Dos' and 'Don'ts' of coaching <p>What Next? The Way Forward</p> <ul style="list-style-type: none"> • What will it mean to your working life? • Agreeing an action plan
4.30pm	Finish

Methodology

The workshop will be delivered by a combination of the following:

- Workshop notes
- DVD presentation
- Group discussions and practical exercises

We look forward to welcoming you