

COACHING – DRAFT PROGRAMME



Sample Agenda only – The actual content for all Beacons' programmes is tailored to participants' needs via a short questionnaire beforehand, with time spent on the areas which are of greatest concern and maximum value to participants.

Objective

To give participants experience and understanding of coaching. To provide some coaching techniques and tools, with the opportunity to practice them during and after the programme.

Session Overview

A highly practical course, including plenty of exercises that provide experience of coaching from both the coach and 'coachee' perspective.

Numbers

Up to 15 Delegates

Content Overview

1. What is and isn't coaching
2. Creating a coaching environment and coaching relationship at work
3. Listening skills
4. Questioning techniques
5. The importance of feedback
6. Accountability and responsibility
7. Creating a logical and appropriate coaching process
8. How to focus on outcomes and small step improvements
9. Putting it all together to deliver results

On completion of this course delegates will be able to:

- Recognise what is and isn't coaching
- Understand and apply the right relationship and environment for coaching to be effective
- Improve their listening and questioning skills
- Understand the value of feedback, given and received
- Work logically through a coaching process
- Focus their efforts on achieving outcomes, not just having a good conversation
- Be clear about who is responsible for what and where ownership must lie
- Deliver coaching as a series of lasting improvements in small, practical steps
- Go back to work and make some changes happen

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