

Course Title: Coaching Skills

Aim

This course provides a good learning environment to practice your coaching skills and enhance your knowledge of when it is and isn't appropriate to coach. You will consider the characteristics of effective coaching and be able to apply those in your practice with your staff.

Who should attend?

This course is intended for Line Managers, Supervisors, Managers, Mentors and Leaders.

How long does the course last?

Coaching Skills is a one day (6 hour) course.

Progression Course(s):

2 Day Investing in our Local Leaders Programme.
4 Day Lawful and Effective Human Resource Management.

Course Content

- Coaching - what is?
- Foundations for coaching
- Learning cycle
- Coaching and working with different learners
- Staying neutral
- Types of questions
- Practice
- Record keeping and planning
- Action planning for next steps of learning

By the end of the course, learners will:

- Understand what coaching is and what it isn't
- Understand when coaching is appropriate and when it isn't
- Understand the importance of belief in coaching
- Understand the importance of, and how to develop, a coaching relationship
- Identify and develop the skills of an effective coach
- Learn and practice using a proven coaching model
- Create an action plan to implement learning in the workplace