

EFFECTIVE COACHING SKILLS

Introduction:

Coaching plays a pivotal role in the design of our employees' development as well as a company's good governance. People skills are crucial to organisational success and the use of coaching enables us to be the very best version of ourselves that we can be – both as people and as businesses.

Effective coaching will help to grow your staff's potential and to develop cohesion and trust among your team members. A good coach will create a happy and high performance team to achieve company goals.

Course Objectives:

The objective of the workshop is to provide a structured framework for effective coaching. At the end of the workshop, participants will learn:

- Foundation of performance coaching
- Understand their staff's real concerns and problems
- Assist staff to overcome limitation and discover their full potential
- Use powerful coaching language to inspire staff to discover their full potential

Course Contents:

1. Foundation of Coaching

- ✓ Why some managerial techniques are ineffective in today's economy?
- ✓ Understand the foundation of coaching

2. Key Coaching Concepts

- ✓ Learning the key concepts in coaching
- ✓ Apply important coaching principles to improve staff performance

3. Learn The Coaching Language

- ✓ Practical techniques for developing active communication skills
- ✓ Learn the powerful coaching language to develop your staff's potential

4. Practical Coaching

- ✓ Understand the practical coaching model
- ✓ Practise coaching and getting feedback from others

5. Overcome Challenges

- ✓ Understanding human behaviours and belief system
- ✓ Effective techniques to overcome mental blocks

6. Concluding A Coaching Session

- ✓ Concluding the key discussion points
- ✓ Confirm the action plan to ensure progress

Who Should Attend:

Every Supervisor/Manager one who wants to coach their team members to achieve greater performance.

Training Methodology:

The workshop is designed to deliver maximum result through experiential learning, video, actual workplace case studies, group discussions, self-reflection and translation into actual action plan that can be applied immediately at work.

The participants will be introduced to the concepts followed by discussion of workplace issues, and practical activities to reinforce learning and application of knowledge.

Award of Certificate:

Participants will be issued with a Certificate of Successful Completion upon meeting 75% of the required course attendance.

Duration:

1 day (7 hours)

Course Fee:

\$300 nett per trainee (GST is not applicable).

(Course fee is inclusive of all training materials and light refreshments.)