Coaching Your Team (Code: CYT)

Evolution-U Personal & Business Coaching Business Suite

Full Day - Advanced

The Evolution-U Personal & Business Coaching Business Suite is a focused offer of engaging soft skills trainings, providing usable tools for measurable performance gains praised by our clients

Course Outline

It is difficult to successfully lead without also developing your key personnel to operate at their highest level of potential. To do this effectively it is helpful to understand the process of coaching. While coaching is often reserved as a perk for top management, there is huge value in management themselves being able to use coaching tools to unlock the potential of their team members. Fortunately these techniques are relatively simple and readily accessible with a little training.

This one day course introduces a series of core coaching competencies and allocates adequate role play time for participants to practise using coaching skills so that they can return to their teams and drive change and performance within their sphere of influence.

Learning Objectives

By taking this course, participants will:

- Learn the coaching mindset and the fundamentals of coaching.
- Develop a template coaching plan which will serve as the coaching record with team members.
- Understand the theory behind SMART goals and develop a SMART goal for the purpose of the training.
- Use a series of introductory coaching tools and apply them to their business needs.
- Learn a series of tools for giving effective feedback.
- Use two advanced coaching tools and apply them to their coaching clients business needs.
- Participate in role play and practise all tools and techniques, receive appraisal and develop a plan for applying to their business needs.

As well as instructor led presentation, this content includes numerous group breakouts and exercises to engage participants and encourage them to consider and apply the techniques to their business situations.

This course is designed as a one day training, for up to 12 people. Alternative course duration and additional participants quoted upon request. Level: Advanced

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Course Content

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PART 1: PRINCIPLES IN COACHING

The Coaching Mindset
When applied correctly, coaching is an indispensable tool for unlocking potential, however, what is a coach? How does coaching differ from managing, mentoring or teaching and when do we use coaching to maximise impact rather than one of those others? These are the sorts of questions that are addressed in this introduction so that we can use coaching techniques as part of our leadership toolkit.

Developing a Coaching Plan
Any coaching assignment requires a coaching plan that is normally written by the coaching client under direction from the coach. When correctly drafted, the coaching plan is a reference document giving momentum, direction and accountability. It is an essential coaching tool that will be introduced in this section with suggestions for templates.

SMART Goals
An essential part of any coaching engagement is to set meaningful goals from the outset that will drive behaviour. While many people have heard of SMART goals, few actually implement them. In this section participants develop SMART goals for the training and in the process learn how to correctly develop their goals to increase the chances of success.

PART 2: COACHING TECHNIQUES & APPLICATION

Coaching Tools Part 1
There are literally hundreds of coaching tools used to assist coaches in delivering their message and enabling change for the coaching client. Many of the tools are effectively metaphors; stories or concepts wrapped in allegory to allow the listener to interpret the meaning without the meaning being presented as a fait accompli. In this section three introductory coaching tools are introduced and attendees are challenged to contextualise their use within their teams.

Exercise: Application of Coaching Tools Part 1

Effective Feedback Models
Based on well-established linguistic techniques and influencing principles, this section introduces a weaponry of techniques that can easily be integrated into any communication including giving sensitive feedback. Techniques include amongst others; the feedback sandwich, linguistic framing and ego-based loops. The objective is to be able to give difficult messages in a way that they are received constructively, while the recipient is treated with respect and remains well disposed towards the deliverer of the feedback.

Coaching Tools Part 2
Two advanced coaching tools are introduced for assisting in the process of better understanding the coaching client, creating change and developing a robust and actionable coaching plan.

Exercise: Application of Coaching Tools Part 2

PART 3: ROLE PLAY

The theory and techniques introduced in parts 1 and 2 are not particularly complicated individually. The challenge is to use the appropriate tool at the appropriate time and to resist prior tendencies which for senior managers are often embedded. This section centers on role play in which course attendees act as coach and coaching client and deliver feedback to each other is therefore a critic.

Who Should Take This Course

Anyone who is responsible for the performance of others. Whether you are a business owner, management, senior executive, team or project leader, you will benefit from the tools taught during this training. Empowering your team members to perform at their best is a critical component in the success of any leader, and is aligned with the objective of this training; to empower leaders to empower others.

This training course is fully certified by Evolution-U.

For more information & reservations please contact Jessica
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