

INTRODUCTION TO COACHING SKILLS

Why Coaching?

Coaching has seen huge growth in recent years with a CIPD survey reporting that over 75% of companies now use coaching as a development approach. As pressure increases on the funds available to spend on external coaches the benefits can still be obtained by training internal coaches and managers in coaching skills.

Coaching has become a key resource in the toolkit of modern, learning organisations. It can represent a major investment of resources and therefore it is essential that organisations are clear about what it can - and can't deliver. It is essential that people involved in coaching are well-trained if they are to be able to effectively pass their experience on to others.

Coaching can take place with an individual or within a group and an organisation may want to introduce a "coaching culture" into its everyday ways of working.

Top Ten Reasons for Using Coaching

- Improving individual performance
- Dealing with under-performance
- Improving productivity
- Career planning and personal development
- Growing future senior staff
- Fostering a culture of learning and development
- Motivating staff
- Accelerating change in the organisation
- Demonstrating the organisation's commitment to staff
- Improving staff retention

The course

A highly-practical and interactive 1-day workshop that introduces participants to the basic principles of coaching. It explores the range of coaching styles, models and approaches and offers participants substantial practice in a safe environment, with constructive feedback. It looks at coaching in an organisational context and sets out standards for good practice.

Who Should Attend?

This course is suitable for those currently managing people or those aspiring to that role in the near future. Coaching may or may not be explicit in your role but the generic skills will also be useful for enhancing general management.

Course Content

- Explore what we understand by coaching and how it compares to other disciplines e.g. counseling, mentoring
- Consider key skills and qualities for effective coaching
- Examine the spectrum of coaching styles and interventions
- Look at your own personal style and how this will influence you as a coach
- Extensive practice of key skills in a safe supportive environment and use those skills to tackle real issues
- Examine coaching in an organisational context - where it works best, business benefits of coaching, how to choose a coach, how to develop a coaching culture.

Course materials will support active practice and also provide delegates with a rich resource base for further learning and development.

Key Elements

At the end of the course, delegates should:

- Understand the basic principles of coaching in the workplace
- Understand when coaching is appropriate and how it relates to other disciplines such as mentoring, counseling and therapy
- Appreciate the benefits of coaching to the individual and to the organisation
- Develop insight in to the skills and qualities needed to be an effective coach
- Understand a range of models of approaches to coaching
- Have practised basic coaching skills in a safe and supportive environment
- Have practised skills in giving and receiving feedback in a coaching environment
- Understand organisational parameters and challenges to coaching
- Be aware of the importance of contracting and supervision
- Identify the next steps in their coaching development

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