

# Coaching 4 Managers

## Coaching and mentoring skills for managers

Coaching 4 Managers is a practical and flexible coaching training programme for those wishing to increase their ability to manage and influence others. The two day course introduces the key coaching skills. A series of optional half-day follow-up modules enable the embedding of these skills further and the development and experience of more advanced coaching techniques.

### Core programme

Understanding Coaching and Mentoring	Day 1
Coaching with confidence	Day 2

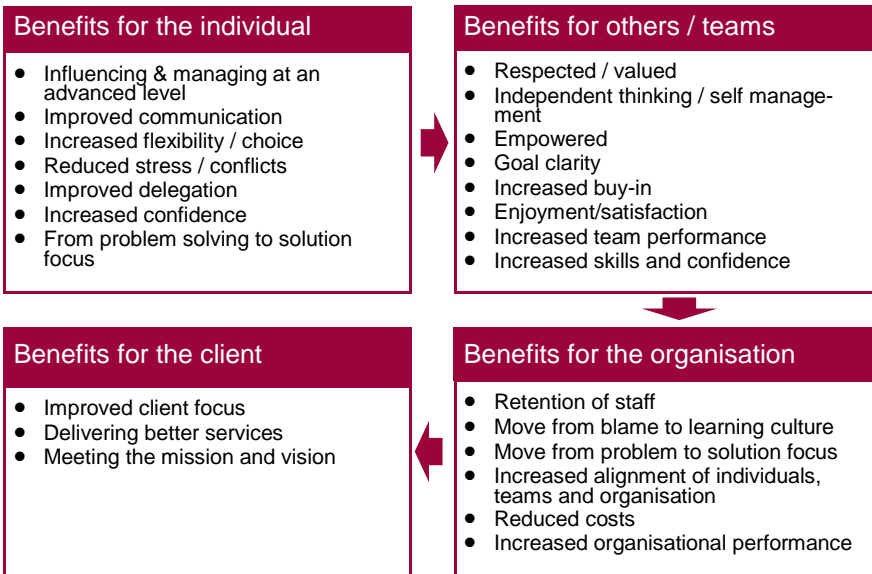
### Optional half-day follow-up specialist modules

Advanced techniques, models and practice	4 x 1/2 day
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### Who for

- Managers and trainee managers.
- Newly appointed managers and team leaders.
- Those wanting to develop a more influential style of management.
- Those who are looking to improve communication, working relationships and performance within their team.
- Those who wish to develop their skills in avoiding conflict / reaching better outcomes.
- Those already using coaching who wish to further develop their skills and experience.

### Coaching benefits



### About the course

Coaching 4 Managers emphasises the practical application of coaching and mentoring within the work environment as part of the management toolkit.

Learning will be gained through relevant group exercises and activities. Accelerated learning principles are used to offer the widest experience within the time available. The course draws upon traditional coaching and more advanced NLP (Neuro Linguistic Programming) principles and techniques to provide the widest range of skills and experience.

See overleaf for course outline and outcomes.

All courses can be customised to individual and organisational needs. The following provide example content and outcomes.

All modules include

- Practical exercises to embed learning and confidence
- Q & A sessions
- Support with setting next actions and co-coaching activities

<b>Coaching 4 Managers - 2 day core programme</b>	
<b>Course content</b>	<b>Course outcomes</b>
<ul style="list-style-type: none"> <li>• How and when to use coaching</li> <li>• Benefits of coaching.</li> <li>• Coaching v mentoring and other helping roles.</li> <li>• Preparing for a coaching session.</li> <li>• Establishing core coaching competencies and self assessment.</li> <li>• The communication process and how we filter information.</li> <li>• Developing skills to achieve a high level of rapport with others.</li> <li>• Honing active listening skills.</li> <li>• Encouraging motivation and commitment to achieve goals.</li> <li>• Coaching presuppositions and mindsets</li> <li>• Comfort zones and limiting beliefs</li> <li>• Dealing with resistance</li> <li>• Using coaching to avoid difficult situations</li> <li>• Giving constructive feedback</li> <li>• Coaching practise.</li> </ul>	<p>By the end of the 2 day course you will be able to:</p> <ul style="list-style-type: none"> <li>• Use a coaching style to managing and working with others.</li> <li>• Decide when best to use a coaching approach.</li> <li>• Communicate more effectively.</li> <li>• Use active listening and powerful questions to promote independent thinking, confidence and motivation in others.</li> <li>• Build rapport to increase communication with others.</li> <li>• Support team members to raise commitment, flexibility and adopt a solution focused approach.</li> <li>• Deal with difficult situations, set goals and targets and get the most from your coaching session.</li> <li>• Set the next steps to practise and develop your coaching skills.</li> </ul>

**Optional half-day follow-up modules**

Understanding NLP and its uses in coaching through mindsets, linguistics and pattern breaking.	1/2 day
Emotional Intelligence in a coaching context. Understanding triggers and emotions; coaching through emotional expression.	1/2 day
Transactional analysis. Understanding conscious and sub-conscious behaviours and the 'games' people play and uses in coaching.	1/2 day
NLP techniques to use when dealing directly with conflict and coaching others going through conflict.	1/2 day

