

# Manager as Coach – 2 Day Programme

***A programme designed for managers and leaders to harness the power of coaching and improved performance that will release your team's full potential***

This tried and tested 2-day programme will show you how to harness the power of coaching to maximise performance and staff engagement within any department or across your organisation.

## Course Content

### Coaching Skills for Managers

This stand-alone workshop gives a good grounding for organisations and managers who want to use a coaching style or embed a coaching culture.

#### Benefits and outcomes:

- ✓ Coaching input, practice and feedback
- ✓ Principles of coaching
- ✓ Key skills the coach uses to get results
- ✓ Over 20 coaching tools and techniques
- ✓ Strategies to develop under-achievers and stretch top-performers
- ✓ Insights into the techniques and skills which make coaching so effective
- ✓ Post-course follow-up by webinar or 1:1 phone coaching
- ✓ Attendance Certificate and "Credits" towards the ILM coaching qualification

#### Workshop aims and objectives:

- ✓ Understand how coaching can improve the performance of leaders and teams
- ✓ To experience how coaching supports individuals in developing skills and responsibility
- ✓ To clarify goals for change in your team or organisation
- ✓ To introduce and practice the skills needed to lead others to perform effectively at work
- ✓ To consider how a coaching culture can impact specific focus areas in the organisation

#### During Day 1 delegates will:

- ✓ Review differences between a 'tell' and a 'coaching' culture, plus the benefits for organisations
- ✓ Analyse the coach's key skills
- ✓ Experience how the models work in practice, from both sides
- ✓ Know how to conduct empowering one-on-one meetings
- ✓ Practice new skills and techniques for optimising your team's performance
- ✓ Consider the practical applications for your team and organisation

#### At the end of Day 2, delegates know how to:

- ✓ Use advanced questioning skills
- ✓ Give powerfully effective feedback
- ✓ Create a team which is motivated every day to use their full potential
- ✓ Build great relationships with colleagues, clients and others
- ✓ Create an inspiring leadership culture instead of a 'tell' culture
- ✓ Coach and inspire underperformers and stretch top achievers
- ✓ Increase the personal productivity of each of their team members

### What is Coaching?

*'A structured conversation and a rigorous process which brings results; its aim is to develop an individual or individuals both professionally and personally, optimising their potential in work and life, maximising performance and acting as a catalyst to creative thinking, new opportunities and inspiring results.'*

From **'The S-Factor a Coaching Handbook'** available on the course

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Project & Time Management

Team Building & Leadership

Entrepreneurship & Small Business

Content Continued;

### Methodology:

- ✓ Structured input and demonstrations
- ✓ Group activities
- ✓ Practical coaching exercises
- ✓ Materials and handouts

*“Once we had an experience of the 2-day workshop we were excited by the power of the coaching process and the possibility of rolling it out because there is so much interest... The benefits will surely be in increased productivity and job satisfaction. With a successful coaching relationship you can progress through tasks more easily and successfully so you get more personal satisfaction and better results..”*

**Sue, Middle Manager**

### Benefits from Coaching

We have trained 100’s of leaders, managers and aspiring leaders to use coaching as a management approach or tool. This is what they say;

*“It’s changed my management style with staff in my department about work or personal things, work-life balance. Results I’ve noticed - most people think their way through things; they are more able to deal with things independently and come to me with an idea to talk through instead of a problem they want me to solve.“*

**Mark B, Senior Manager**

*“The external viewpoint and (my coach’s) approach to my issues was very valuable in helping me work out my way forward.”*

**Nina O, Trainer and Writer**

*“I want us to become a coaching community because I see many benefits. It encourages trust and sharing. It will energise staff and get them to feel enthusiastic about their work and enjoy it again ... It will make us more cohesive as an organisation and more of a community. And I believe it will empower our middle managers by giving them the tools & confidence to lead the staff in their department forward.”*

**Rose F, Senior Manager**

### Coaching Skills for Managers

This 2-day workshop for managers and leaders gives a full understanding of the tools, techniques and principles, which make coaching so effective for developing others and improving productivity. It gives ideas to use at once and a range of insights. This is an obligatory first step if you want to continue to the Certificate in Coaching and Mentoring from the Institute of Leadership and Management (ILM).

### We Customise Too...

We will design a programme to meet your specific needs. Or, we can incorporate the ILM qualification alongside any other bespoke features you request.

For example, one organization wanted to get its leadership team on board before introducing a coaching culture in the organization. Using our 2-day framework the **‘Introduction to Coaching Skills’** we created a 2-day programme incorporating the workshop and a discussion of implications and options for implementation. Another client company asked us to include a focus on performance management appraisals.

*“It develops leadership at all levels – tapping into individual potential of each member of your team. The fact that you’ve got more motivated staff with better developed skill means the knock-on effect is in quality and emotional engagement - and in better learning.”*

**Ian Lane, Senior Advisor**

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*“The course generated even more enthusiasm than I was hoping. There’s a great buzz now about coaching and people want to get stuck into using the ideas. Even the cynics were won over. We’ll start taking names for the second workshop now.”*

**Dom, Senior Manager**