

Coaching Skills for Managers

Overview

Duration: One Day

This Coaching Skills for Managers course will help develop the coaching skills of supervisors, team leaders and managers and ensure they can coach effectively.

Description

When the pressure is on to meet targets and managers are rushed off their feet, coaching is usually the first task to get dropped. Yet coaching is essential to building successful teams.

Coaching can even be seen as fluffy and unnecessary by 'old school' managers. Even if your management team understands the importance of nurturing the best out of their team, coaching can often be done in an unstructured and ineffective manner.

Well not any more. With this training, attendees will have the tools needed to coach effectively. The benefits of coaching are:

- Improve the individual skill levels of their team members.
- Ensure everyone in their team is operating at equally high standards.
- Understand individual strengths and weaknesses, to help shape team dynamics.
- Get to know individual work styles, to more easily gain consensus for common goals.
- Structure coaching efforts for maximum effect.
- Support their team members in their learning, enabling them to develop the skills, knowledge and attitude necessary to successfully deliver their job responsibilities and goals.

Topics covered:

- **What is Coaching?** – A review of what coaching is, and the key skills required of a good coach.
- **My Experience** – A look at the participants own experience of having been 'coached' in the past. Examining their feelings and the positive and negative aspects.
- **Mine Field** – A fun activity that allows participants to practice the skills of a coach and review the learning points.
- **Coaching Principles** – Understanding the core principles that underline an effective approach to coaching for a manager.
- **The Manager as Coach** – A look at the role of the manager and how coaching fits into this.

- **The Fundamental Skills of Coaching** – Underlining the manager's role as coach by introducing the fundamental skills required and how this applies to them.
- **The Coaching Environment** – Examining the environment in which positive coaching can take place. One where staff feel challenged and supported enough to achieve positive results.
- **A Procedure for Coaching Success** – Providing participants with a set structure to create a results-driven environment in which coaching plays an integral part.
- **The Coaching Conversation** – Explaining the GROW model and specific questions based around this to enable participants to carry out effective coaching conversations. There is also a chance to put the skills into practice.
- **Questioning** – Looking at different questioning methods, the advantages of each and asking participants to provide examples.
- **Whose Agenda?** – Encouraging the participants to help the coachee explore issues by encouraging rather than telling. A chance to practice their questioning in a safe environment.
- **Active Listening** – Understanding what active listening is and how to ensure they use it.
- **Coaching Opportunities** – Identifying what coaching opportunities there are in the workplace and then applying the skills from the course to a coaching practice session.
- **Review of Session** – Creating an action plan to embed learning.

Who Should Attend?

Managers who coach as part of their current role, or who will be coaching soon.