

Workshop Outline: Effective Coaching Skills

Effective Coaching Skills

Effective coaching is an essential skill that differentiates a mediocre manager from an outstanding one. A coach helps individuals and teams to set and execute goals, discover solutions and strategies to overcome obstacles, and to maximize each team member's potential. Coaching is a motivational tool that improves morale, productivity and opens up companies for innovative solutions to grow and thrive. During this workshop, the participants will engage in coaching exercises and will be equipped with knowledge and tools to apply the effective coaching techniques at work.

Objective

By the end of this course, the participants will receive practical tools and will be able to:

1. Understand the difference between coaching, mentoring and counseling
2. Identify your values
3. Set long term goals
4. Ask powerful questions
5. Coach and motivate employees to perform at their full potential utilizing GROW Model

Participants

10-12 (Customizable workshop is available for an audience of up to 20 participants)

Audience: New and experienced supervisors, managers and leaders.

We will cover

1. Definition of coaching and the importance of using proper techniques to help others to reach their full potential
2. Practice defining personal values and the impact on reaching your long term vision
3. Set long term goals with each participant
4. Create a personal list of powerful questions to utilize during coaching sessions with employees
5. Practical coaching and motivation techniques to build highly effective teams where each individual has tools to grow and perform at the fullest potential

Preparation

Complete a pre-course (on-line or paper) questionnaire. This questionnaire will ask the workshop participants about the current knowledge and desired developmental opportunities.

Duration

Standard workshop is 4 hours. Customization of the program determines the timing of the agenda. The workshop topics could be broken into separate 1-2 hour sessions.

Location

At employer's site for a 4-hour workshop or on-line for a 1-2-hour session.