

Coaching Essentials®

Open training

Training description

Nearly 50% of managers commit less than 10% of their time to coaching their employees. This is definitely not enough to achieve success. At the same time, research shows that managers who use coaching in their everyday practice achieve measurable success in the form of an increase in their own efficiency and efficiency of their subordinates.

Coaching Essentials® is a program which helps managers incorporate coaching into their leadership style and improve the ability to support development of their employees. It equips participants with simple and useful work tools. It facilitates development of habits and methods of action useful in everyday managerial situations.

Coaching Essentials® was developed by consultants working for The Ken Blanchard Companies and it was adapted to Polish cultural conditions by a team of experts from House of Skills.

Coaching Essentials® is a response to challenges of organizations in which:

- Success largely depends on the level of commitment and independence of employees
- Short- and long-term goals are ambitious and require constant development of employees
- Market challenges force dynamic changes in the manner of carrying out operations
- There is a clear need for innovation and to continuously set higher targets
- Leaders are expected to have a partner-based approach to management based on authentic relationships

Participant's profile:

Coaching Essentials® is based on the assumption that every manager can act as a coach. The program is designed for people who manage people - regardless of experience and seniority in their position. We invite management staff, managers at all levels, project managers and other people for whom development of employees constitutes a condition of effective implementation of business goals to participate in the training.

Benefits for the participant

After Coaching Essentials® managers:

- identify situations in which coaching is an adequate and effective tool to support employees in achieving better results
- freely conduct formal and informal coaching conversations
- understand and apply in practice the structure of a coaching conversation, which in 4 simple steps helps the interlocutor "go ahead"
- apply 4 key coaching skills, useful in various interactions (not only in coaching conversations): Listen to understand, Ask for ideas, Show your perspective, Show confidence
- increase their commitment and independence by systematically practicing coaching at work with subordinates

- build a trust-based work environment in which their subordinates effectively meet the goals set by the organization

Methods:

Coaching Essentials® consists of 16 hours of interactive activities in the training room. Participants learn the framework of the coaching process, following characters of a mini-series taking place in a production company. The content contains examples of well and poorly conducted coaching conversations. Based on practical examples it allows manifestations of coaching attitude, the structure of conducting a coaching conversation and the use of 4 key coaching skills to be observed.

During the workshop, we also use engaging group exercises, forum discussions and individual work. During the two-day workshop, all participants practice the coaching conversations in pairs several time.

Implementation:

- After the workshop, participants implement a system of implementation tasks based on 4 challenges:
 - Tell your team about coaching
 - Conduct a coaching conversation
 - Practice Show Trust
 - Practice Show your perspective
- Inspiring materials - Coaching Essentials Challenge® - containing practical guidelines and content aids support participants in the implementation of their tasks.

Group size:

8-12 persons

Duration:

2 days (9:00-17:00)

Place:

Warsaw

Participation costs: 3 500* PLN + VAT

* Assumptions:

- The above price is a net amount that will be increased by the amount of a value-added tax
- The above price comprises the costs associated with the participation in the program, training materials, training room and conference equipment, a lunch and a coffee break for the participants
- The above price **does not** comprise the costs arising out of participants' travel to the training venue and accommodation if applicable

Training content

Coaching Essentials® allows managers to incorporate coaching into their leadership style and improve their ability to support the development of their employees. We do it in four steps, which also constitute the canvas of the workshop:

1. Assume a coaching attitude
2. Learn the structure of a coaching conversation
3. Practice the structure of a coaching conversation and key skills
4. Apply the acquired skills in practice

First day of the workshop

Introduction

- What is managerial coaching?
- Formal and informal coaching. When to conduct coaching conversations and when not to conduct them?

Coaching attitude

- Coaching attitude. From speaking to listening and asking.

Structure of a coaching conversation

- Structure of a coaching conversation:
 - Establish contact: build trust and a positive relationship
 - Set up a topic and goals
 - Engage: collaborate to create an action plan
 - Summarize the arrangements and responsibilities

Second day of the workshop

Four key coaching skills:

- Listen to find out: listen with the intention of understanding the employee's perspective
- Ask for ideas: ask the interlocutor to generate ideas
- Show your perspective: share relevant information
- Show trust: strengthen self-confidence and commitment

Implementation

- Coaching in my position: where am I now, where do I want to be and where will I be next year?
- Intentions translate into activities: implementation plan, becoming familiar with the material CE® Challenge
- Summary