

COACHING FOCUS

Coaching Fundamentals

Service Sheet

Version 2020.1

Delivery Options

- Face to Face - 1 Day
- Virtual - 3 x 2 Hour Sessions
- On Demand - 63 Resources
- Or a Combination of all 3

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The Fundamentals of Coaching

This skills programme introduces you to the fundamentals of workplace performance coaching and has two main objectives:

- 1) To provide you with some basic coaching skills to be able to incorporate these into your ways of working.
- 2) To give you a fundamental understanding of coaching and how you might use this understanding to fulfil your role as a coachee (the person being coached).

Our Approach

The programme follows our unique delivery style and method and our approach is highly experiential, engaging and focused on the practical – what works at work. Our intent is not only to deliver an outstanding programme, but to ensure that the participants leave with a core understanding of informal coaching within the workplace.

Benefits

For the individual...

- To develop a fundamental understanding of coaching and how it can be used to facilitate learning, development and performance of others
- To start to develop the skills to have effective workplace conversations that allow for individual ownership, responsibility and personal discretionary effort

For the organisation...

- Ensure that staff and managers understand the basics and benefits of coaching
- Highlights different approaches available to managers to provide effective support for the development of others and improve their performance
- Help embed a coaching culture within the organisation and create an environment of high performance at work

Programme Structure

The programme consists of:

- One workshop day
- The undertaking of informal workplace coaching



Workshop Outline

- Welcome and introductions/setting the scene/outline of programme and workshop objectives
- Qualities and ground rules for the workshop
- Coach/Coachee/Context Model
- Four focus points for effective coaching/key elements
- What is coaching – defining coaching/counselling/mentoring
- Managing/Leading/Coaching – the intent, behaviours and impact
- Growth vs Fixed Mindset and learning styles
- LEAP Model
- The skills of the coach and the range of approaches available
- Structuring the conversation – the GROW model
- Informal coaching in pairs
- Review of day and capture of key learning

In Summary

Our intent is not only to deliver an outstanding programme but to ensure that all candidates leave with the practical understanding of coaching and how informal coaching can be used within the workplace.

If you would like to further this qualification, you may wish to consider our Manager as Coach programme, the Level 3 Award – a formal qualification for line managers, the Level 5 Certificate – aimed at internal Coaches and Mentors or the 7 Certificate – aimed at senior L&D and HR professionals.



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