

## YOUR business matters

Inspiration to perform outside your limits . . .



“ This was top class - don't change it! The content, pace and method were all absolutely perfect. The training made me feel inspired. I liked everything. I have nothing to criticise - first class. Thank you. It was life changing and skilfully done. ”

DH Government Agency

# top coach training provided by us

The aim of the programme is to provide people with practical tools, guidance, skills and the confidence to enable them to become effective coaches in their working environment. Successful completion of the programme will earn candidates the Institute of Leadership and Management's Certificate in Coaching (level 3).

### OBJECTIVES:

This is blended learning experience, through individual learning exercises, practical experience and group discussion the programme will provide people with:

- A solid foundation in coaching and clarity on the 8 core qualities of an excellent coach.
- Practical and effective coaching skills and techniques, including constructive feedback to develop and enhance style.
- A greater understanding of their own and others' learning styles and how these effect the coaching relationship.
- The opportunity to practice coaching in a safe environment and develop confidence to coach effectively.
- Clarity on the potential external and internal barriers to effective coaching and strategies to overcome these.
- Enhanced communication skills and increased connection with others, through better questioning, listening and observation including greater awareness of non verbal communication.
- A framework for coaching discussions and goal setting using the GROW model.
- A review of personal values and beliefs and how these influence results.
- Increased self awareness and personal development.
- Practical tools and models for use in coaching sessions. Pre and post course workbook to individualise learning and for continuous personal development.
- Ongoing support and opportunity to become part of a supportive coaching network.



### YOU WILL BENEFIT FROM ATTENDING THIS COURSE IF YOU ARE:

- A Leader or Manager with responsibility to develop others
- Someone who offers professional services to a client
- Seeking self development and greater self awareness
- Considering a future career as a coach

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Working with Heart... Inspiration... Passion!™

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# programme content and timetable

## PRE & POST COURSE WORKBOOKS

### 2 DAY WORKSHOP:

- Definition of coaching
- Introduction to the coaching wheel
- Coaching formats and sessions
- Values and beliefs
- Visualisation and mindset
- Course review and action planning

### ONGOING SUPPORT AND DEVELOPMENT:

- Ongoing e mail and mentor support
- One day follow up day 3 months after the initial workshop
- Additional coaching at preferential rate can be arranged if required

### ELEMENTS TO QUALIFY FOR THE ILM CERTIFICATE:

- 6 hours of practical coaching which includes maintaining a learning diary
- 1000 word work based assignment and a learning journal to be submitted

It is envisaged that the programme will be completed within 12 months but it is possible to complete it within 6 months.

“ It was one of the most professional courses I have attended in a long while! The preparation prior to the course was excellent as were the materials provided during the course. The facilitators had a high level of communication skills, were knowledgeable about the needs of the organisation and tailored the programme to meet the needs of those on the course. It was the most enjoyable way of learning/developing. ”

Rachel Cook



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