**BEO – Coaching Skills for Managers Programme**

**Target group –** Private and Public sector managers

**Objective** - Participants will enhance their effectiveness of applying a coach approach in their daily interactions for raising performance, and more positively developing and influencing others. The workshop will aid transition from a “directing and telling” style to “coaching” individuals to become highly motivated to deliver better results.

**What is in it for you?**

* Learn when and how to coach as a powerful management tool
* Improve clarity, engagement, staff retention and ‘followership’
* Recognise the benefits that coaching brings to management
* Enhance your skills in questioning, rapport building, listening, supporting and challenging
* Raise your self awareness of your current style and the impact on others
* Apply coaching techniques in a timely way to ensure goals are achieved
* Gain practical tips and develop your own future action plan

**Description:**

* Define what coaching is and isn’t, and how a coach approach can be used for having powerful conversations, that matter (both individually, and with groups).
* Identify the key skills, attributes and beliefs in using an effective coaching style.
* See a demonstration then practice GROW, a framework for coaching others, and experience being coached in this way.
* Develop an approach when interacting with others that will raise awareness and generate responsibility and ownership
* Define and practice ‘coachable moments’, and how these can be used to have greater impact within your day to day interactions
* Have the experience to work in a small group of colleagues, and applying the learning using real business scenarios, to take back and apply in your roles.

**Key Outcomes**

By the time you have completed this highly experiential programme, you will be more confident and competent, and be able to;

* “Listen beyond the words” and formulate powerful and forward moving questions
* Enable others to explore additional perspectives and identify their own solutions
* Have effective, outcome-focused coaching conversations in different contexts and scenarios, including those that are challenging, or negative
* Recognise and act upon ‘coachable moments’, during time-poor situations
* Give and receive feedback in a way that maintains and strengthens relationships with others
* Have the opportunity to be trained and coached by some of the highest calibre business coaches, who are leading experts in their field.

**\* Programme duration: 1.5 hour webinar, 1 day workshop (classroom) + 1to1 follow up coaching session (1/2 hour).** *Please note that participants are expected to complete all of the modules, as one module builds upon the other.*

**Coach/Trainer(s)**

Allard de Jong - BEO