

Coaching for Optimal Performance

(5 day course)



SHMAILAN

COURSE OBJECTIVE

Coaching has become the skill for managers to have in their toolbox. This course utilises the key techniques: GROW, Instant Payoff, Active Listening, Funnel Questioning and Transactional Analysis to explore how to turn difficult conversations about poor performance into motivational conversations where the coachee is empowered to make the changes themselves

AUDIENCE

Who does this training benefit :

Individuals who wish to learn about coaching employees and in consulting

- Executives
- Managers
- Coordinators
- Supervisors

Course Prerequisites :

None

Workshop Structure :

- Theory supported by examples
- Case study
- Practical group exercises
- Supporting training material is provided to each participant

Timing :

9.00am to 2.00pm*

Refreshments and a one hour lunch break is provided

* Hours can be flexible based on client needs

Location :

Four or Five Store Hotel in Dubai*
Details provided upon registration

Course Benefits

- Learn the essential skills of coaching
- Complete practical coaching exercises
- Understand the growing need for coaching in the workplace
- Learn how coaching can improve employee performance
- Be able to coach employees to develop their career path

Coaching for Optimal Performance - Course Review

What You Will Learn

- On completion of this training course, delegates will be able to:
- > Understand where coaching fits in with other techniques on the Ask-Tell spectrum
 - > Learn how to prepare for a coaching session
 - > Understand Transactional Analysis so they recognise what their natural style is and how that effects their conversations
 - > Learn how to use GROW to coach in a simple effective way
 - > Look at Instant Payoff coaching for when time is short
 - > Build confidence in having performance discussion with their team
 - > Understand how to give positive and negative feedback constructively

Course Content

Introduction & Welcome

You will meet other delegates and share your reasons for wanting to be on the course. An experienced, friendly trainer will help you visualise where you want this course to take you

What is Coaching?

You will look at various styles of improving performance and dealing with skill transfer and behavioural change.

Why Coach?

Practical discussion on the benefits of, and barriers to, coaching. Explore how to overcome the barriers. Identify the key skills required to coach others and discuss the concept of the Bank of Goodwill. You will assess what barriers exist in your organisation, team and personally to coaching and then plan how to overcome them. You will also look at the performance benefits to your staff, team and organisation of coaching.

How to Coach

You will learn the GROW technique for coaching and practice it with real world examples of your own. We will explore the key communication skills of questioning and listening in the context of coaching others.

Immediate Coaching

You will learn Instant Pay-Off coaching for when time is short or as an alternative way of structuring coaching. You will also look at giving constructive feedback.

You will practice Instant Pay-Off Coaching.

Concluding Coaching

You will learn how and when to stop coaching and when and how to delegate tasks. You will also look at receiving feedback and encouraging your team to give you feedback so you can continue to improve. You will practice receiving feedback to use constructively.

Practical Work

We will spend some time embedding the skills and combining the various techniques in various case study applications. This is to ensure the learning sticks and you gain experience.

CANCELLATION POLICY

Delegates can cancel in writing at any time with the following fee applicable

- 13 – 5 days 20% of training cost
- 5 – 3 days 40% of training cost
- 2 – training date 80% of training cost

NOTIFICATION

Joining instructions will be emailed to the training coordinator 5 days in advance of the workshop date

SCHEDULE

Coaching For Optimal Performance	January	February	March	April	May	June
						X
	July	August	September	October	November	December
					X	

PRICE

	US \$
Per delegate	\$2995.00

BOOKING

1. **RESERVE** your place by emailing us at info@sigtraining.com
2. **CONFIRM** your attendance using the attached booking form



Booking Form Fax Back To FAO INFO

Fax Number: 97143415352

Shmailan International Training
P.O. Box 118485
Dubai
United Arab Emirates
www.sigtraining.com
Phone: 971502977030
Email : info@sigtraining.com

Company :
Address :
.....
.....Postcode :
Telephone : Fax :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Delegate Details

Mr/Mrs/Miss/Ms. (please circle)

First Name : Surname :
Position : Department :
Email : Telephone :

Course : Coaching for Optimal Performance

Date of Workshop :

Invoice Details

Company : Mr/Mrs/Miss/Ms. (please circle)
First Name : Surname :
Department : Email :
Address :
PO Number..... Postcode :
Telephone : Fax :

Cost of Course per delegate :
Number of delegates attending :
Total Cost :
Name (please print) :

SIGNATURE



