

Workplace Coaching for Managers



Programme Aims

Workplace Coaching for Managers is designed to equip managers with the knowledge, skills and confidence to become effective coaches and use a coaching style of management in the workplace. This style of management improves performance through better feedback, motivation, empowerment and the development of skills.

This coaching skills programme can be tailored to the needs of the managers and the organisation. Additionally, a UK based qualification from the Institute of Leadership and Management (ILM) at Level 3 can be offered.

Programme Content

Coaching is defined as the process of enabling individuals to acquire the knowledge, skills and techniques needed to perform effectively in their occupational role by motivating, inspiring, challenging, stimulating and guiding them. The manager must be able to recognise the needs of individuals being coached, develop coaching programmes appropriate to meet those needs, and help individuals to achieve to their full potential.

The programme covers:

- The use of and benefits of coaching as a management style
- The role and responsibilities of a coach in the workplace

- The identification of learning needs and learning styles
- Coaching skills
- Planning and structuring coaching sessions
- Developing further skills and confidence in coaching

Programme Structure

The Programme can be tailored to suit the needs of the organisation and can be run as 1, 2 or 3 day courses. Typically, in order to gain the ILM Level 3 qualification the programme is conducted over a period of 2 – 3 months and involves:

- A 2-day module in which participants will learn how to coach in the workplace. During this module participants will practice their coaching skills with each other, and plan how they will apply their knowledge and skill in the workplace.
- After this module, each participant will undertake coaching in their workplace, completing a minimum of 6 hours coaching. During this time they will complete a coaching diary and the tutors will provide tutorial support to the candidates.
- A final 1 day module focuses on reviewing the workplace coaching and assessing their achievement.

What participants say

Evaluations given by participants from past programmes have shown that the course is very well rated scoring more than 5 out of 6 on all criteria.

Some of the participants' comments included; "Excellent course, it's steered me in the right direction."

"Right length of programme, well structured and allowed us the opportunity to practice in a safe environment"

"Enjoyable and thought provoking with good practical activities"

Summerhill Consulting Courses

Summerhill Consulting is an accredited centre for the Institute of Leadership and Management. We provide a range of training and qualifications in Leadership and Management in both public and in-house programmes. Our tutors are all experienced managers, executive coaches and trainers, able to draw on real-life experience as they support participants in their learning and development. We have clients in both the public and private sectors including engineering, public services, healthcare, and entertainment.

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