

Training Title:

COACHING & COUNSELING TRAINING

Training Duration:

5 Days

Training Venue and Dates

ML081	Coaching & Counseling training	5	26 Feb-1 Mar 2024	\$6,000	Kuala Lumpur Malaysia
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In any of the 5-star hotels. The exact venue will be informed soon.

Training Fees

- \$6,000 per participant for Public Training including Course Materials/Handouts, Tea/Coffee, Refreshments & International Buffet Lunch

Training Certificate

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

TRAINING OVERVIEW

We often hear record-breaking athletes attribute their success to their coaches, acknowledging the crucial role of coaching in enhancing performance and competitiveness. This principle extends to the business world. Companies and organizations must foster a culture where coaching and feedback are integral to daily routines.

This innovative and motivating coaching leadership course takes a structured approach that proves effective for the organization's greenest recruits and the most seasoned professionals.

Shifting from a directive boss to a supportive coach is essential in modern management. Encouraging improvement is only effective when individuals understand how to achieve better results.

Solid coaching strategies build trust and establish a climate of collaboration among professionals and their teams.

In this coaching, counseling, and mentoring course for effective leadership, participants will learn to be less of a boss and more of a coach, which is fundamental to modern management, and urging people to do better will only work if they know how to do it better. Also, to learn good coaching builds trust and a collaborative climate between professionals and teams.

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TRAINING OBJECTIVES

Effective leadership needs to understand that.

- Coaching and equipping is one of the most important acts of leadership.
- Successful managers recognize that to get things done cost-effectively they must 'grow' people to their full potential.
- Outstanding performance must be drawn from every member of the team.
- This requires clear direction, feedback, and personal empowerment.

COMPETENCIES EMPHASIZED

- Supporting organizational excellence
- Supporting staff development
- Creating a positive coaching environment
- Using motivation to influence and inspire performance
- Leading people and helping them excel via empowerment
- Developing proactive, self-managing employees

DELEGATES WILL LEARN

- Why coaching and motivation are so important.
- What coaching is (a set of interpersonal skills) and what it isn't?
- (Telling others what to do).
- What 21st Century Leadership requires.
- How to set the scene and prepare for coaching.
- How to be supportive and approachable.
- when to give advice and when to be natural.
- How to motivate yourself and other Staff.
- How to coach top performers.
- How to equip others with peak performance skills
- What is required for Leadership empowerment.
- How to develop pro-action plans.

TRAINING METHODOLOGY:

A highly interactive combination of lectures and discussion sessions will be managed to maximize the amount and quality of information and knowledge transfer. The sessions will start by raising the most relevant questions and motivating everybody to find the right answers. You will also be encouraged to raise your questions and to share in the development of the right answers using your analysis and experiences. Tests of multiple-choice type will be made available daily to examine the effectiveness of delivering the course.

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Very useful Course Materials will be given.

- 30% of Lectures
- 30% Workshops and work presentation
- 20% Group Work& Practical Exercises
- 20% Videos& General Discussions

WHO SHOULD ATTEND?

This course is designed for supervisors, team leaders, and professionals at all levels who want to become effective at coaching and motivating others.

COURSE OUTLINE

DAY 1

Strategic Equipping for Leadership

- Changing Manager's roles
- What is real Leadership?
- How to equip Leaders for excellence
- The pursuit of excellence
- Developing key management competencies to create excellence
- 12 Ways to develop your Staff's potential and talent.
- The Manager as a Change agent
- The need for peak performance
- Activators, Behaviors, and Consequences
- Benefits for the organization, manager, and performer

DAY 2

The Manager as a Coach and Mentor

- What is coaching?
- Why is coaching so important?
- Making the transition from Manager to Coach
- Qualities and attributes of a good Coach
- Develop the Coaching Model
- What does coaching achieve?
- Deciding When and How to coach
- Select the appropriate coaching style
- Arranging a coaching session
- Use the "GROW" model

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- Measuring and observing performance
- How to appraise a person's performance
- The link with feedback motivation

DAY 3

The Coaching / Motivation Process and Skills

- Influencing the readiness to change
- The importance of handling change
- Gaining a person's commitment to change
- Raising their effectiveness through questioning
- Motivation as a lever
- Setting action-orientated performance goals
- End goals, performance goals, and process goals
- Working on your own goal-setting strategy
- Developing efficient Time management
- Learn to prioritize your time
- The importance of essential Listening skills
- Developing the cycle for continuous improvement

DAY 4

Putting Coaching & Counselling to Work

- Understanding the performer's agenda
- Coaching the subconscious mind
- Knowing what improvements to aim for
- Exploring barriers to progress
- Replacement principle
- Coaching the right performance attitude
- Making appropriate attitude adjustments
- Knowing what empowering improvement to aim for
- Leading by example
- Develop appreciation within and without
- The coach's role as a facilitator

DAY 5

Coaching for Decisive Action

- Adopting the approach, process, and skills as a way of life

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- Self-coaching to fit your own aims and objectives – personal discipline.
- Improving your ability to make decisions.
- Ten steps to vital decision-making.
- Choosing Pro-Active leadership
- Understand the Circle of Control
- How to be proactive in your relationships
- How to apply Persistence Performance
- Using the learned skills to apply at every level.
- Ten essential qualities of a successful Corporate Executive

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Reviews & Assessments will be carried out.



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