

**Duration:** One Day.

**Language:** English (soon will be in Arabic)

**Objectives:**

By the end of this coaching skills training course, your participants will be able to:

- Explain the principles of coaching, what is, what it isn't and how it works in practical terms
- Describe the best time to use coaching in order to ensure it is at its most effective
- Practically apply coaching methods that get results in their work environment
- Utilise positive questioning and listening techniques that can be applied to coaching scenarios to get the best out of others ability

**Intended for:**

Anyone that coaches as a part of their job role would benefit from the content of these coaching skills training course as when delivered they will help develop the participant's practical skills and ensure they are demonstrating coaching behaviours that will nurture those around them.

Coaching skills have become an important tool in the armoury of great leaders and people that work with developing others as they encourage empowerment and self-belief. These coaching

skills training course materials solidify that approach and put structure and clarity around coaching behaviours, whilst demonstrating the ability to coach without masses of paperwork and 'rules'.

ITDA specific course focus on all aspects of coaching in the workplace and will ensure participants are able to coach others as part of their normal working role.

### **Contents:**

Coaching has become a critical element of team development and yet it is rarely understood and often implemented poorly. ITDA training course will provide your participants with a core understanding of the methods of coaching and give them core skills that will enable them to practically carry out coaching in the workplace.

It moves away from the viewpoint that coaching must be process driven and bureaucratic and will help your participants appreciate that coaching is an everyday occurrence that, when performed correctly, can be enlightening and fun.

**What coaching is about...and what it isn't about** - Exploring the important elements of coaching as well as identifying the factors that should not be included when coaching.

**Applications of Coaching** - Discussing where coaching can be applied in the workplace

**Coaching in Practice** - An in-depth exploration of coaching through a fun activity. The participants will experience the feelings and relevant associations that a coachee may have during a coaching session and then discuss what this means in a practical sense.

**Relating it Back to the Workplace** - Taking the learning from the previous activity, creating a 'coaching model' and applying it to a practical coaching scenario.

**Questioning** - Practicing this fundamental element of coaching through discussion, practice and examples. Includes the GROW model and how it can be used in a practical sense.

**Active Listening** - Reviewing the good and bad of listening and identifying how important listening is to the coaching process.

**Coaching in Action** - A chance to practice the key skills developed throughout the session.

For any Inquires about the program, please email ITDA [inquiry@itdacademy.co.uk](mailto:inquiry@itdacademy.co.uk)

**Training Program is Accredited by**

**In Affiliation With**