

## Overview

This programme consists of 3 days, each one month apart. **Day 1** covers an induction to the programme as well as establishing good practice development to the next level. **Day 2** covers best practice in coaching & mentoring values and standards. We explore the key coaching competencies and how to build effective coaching relationships to enhance personal motivation and workplace productivity. The skills of questioning and listening are further developed. **Day 3** looks at the organisational implications of coaching & mentoring. As a group, we will explore individual & corporate goal setting. The ethical approach to coaching and mentoring is also examined. Distance learning and practical application of the knowledge occurs between the three days.

## Pre-Work

### Good Practice, Learning Styles & Competency Questionnaire

In this pre-work module we ask participants to complete a learning styles questionnaire and a competency questionnaire from a self-assessment point of view.

We also ask that selected chapters of “Concepts of Coaching” are read. This is to ensure that all participants are familiar with the core concepts of coaching, its foundations and what is needed from the coach, by way of their approach to ensure effective coaching takes place.

We also issue the coaching portfolio and the course materials to allow participants to familiarise themselves with the requirements of the programme.

Finally, participants are asked to register on the CFM interactive forum to gain access to the questionnaires, proformas (for the portfolio) and a selection of course reading material on which they can comment.

## Day One

### Induction, Values & Standards, Coaching Competencies, Building Relationships and Commitment. Developing Questioning & Listening Skills

In this module we introduce the programme, fieldwork and assessment methods. We also explain the reflective coaching diary and the contents of the participant’s manual, along with the website and forum access.

Here we look at the coaching competencies and get to grips with the results of the self-assessments of both the learning styles and competencies.

We look at a model that builds relationships and develops commitment in coaching and encourages individual style.

John Heron’s “catalytic toolkit” is also used to develop effective questioning skills and enhance listening.

Coaching practice sessions enable participants to consider how awareness of self and of individual differences can influence and enrich the coaching relationship.

## **Day Two**

### **Organisational Implications of Coaching & Mentoring, Agreeing Developmental Goals, Supporting Leadership and the Ethical Aspects of Coaching**

Developing a strategy for coaching and mentoring with an organisational context is looked at and discussed. Examples from various sectors are also examined. Areas for coaching and mentoring within various departments are also identified.

The remainder of the workshop looks at developing your personal coaching charter, incorporating ethics, style and professionalism through practice.

## **Day Three**

### **Planning a Coaching or Mentoring Programme, Reflection on Performance (Part 2)**

In this module we look at planning and the rollout of a Coaching & Mentoring programme across an organisation. We revisit the coaching practice

We also look at the results of 360° feedback on the coaching competencies and identify a further development plan where applicable.

## **Distance Learning**

The distance learning involves guided reading, web based research, video reviews and the use of an interactive forum.

## **Assignments**

This involves coaching with clients in between the days of the course. Also, both self and 360° assessment in recognised coaching competencies are looked at. There is also a coaching diary to complete.

## **Assessment**

There is a work based assignment, a reflective diary incorporating reading, video and website reviews. There is also a requirement to construct a continuing professional development plan and log.

**Fees:- £1650.00 plus vat (£288.75) for all three days**

**For details of dates and venues, please contact:**

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