

COACHING ESSENTIALS

FOR OFFICE, PRODUCTION LINE OR ONLINE CONVERSATIONS

2 x ½ day workshops, delivered online, that enable you to develop practical and useful coaching skills that you can apply immediately in the workplace, whether that be an office environment, a busy, noisy manufacturing line or in online conversations.

Programme Aim:

This is a unique programme where it is guaranteed, by the end, each person attending will be able to have useful coaching conversations at work, in the normal course of their job, straight away. The context, duration and location of the conversation does not matter. The mindset and skill work in all settings, whether that be a 2-minute conversation on a busy, noisy line, a longer conversation as part of a team stand up meeting or in an office when reviewing progress on a project. It works for performance and development conversations. Once the skillset is there it can be applied across the board. Participants should not see coaching as context specific, rather a way of leading they can tap into at any time, in any context.

During the programme, the participants will have real life coaching conversations on their own current work challenges or opportunities. We do not use pre planned scenarios. It is a real experience, and this demonstrates to the participants that it works and is worth the effort. They learn the impact through doing.

Trainer:

Established 20 years ago, **Invisio** are highly rated providers of people and organisational development training. They have significant experience working with companies in the food and drink sector and have delivered leadership and management programmes to member companies of Food Drink Ireland Skillnet since 2013.

Programme Objectives:

By the end of this programme, you will leave with a practical tool, which you have practiced and are confident in using which:

- Gives you laser sharp focus to your team
- Significantly accelerates their performance
- Saves time for you...over time
- Empowers your team to problem solve themselves
- Grows the next level of managers and leaders

In addition, you will have built

- The capacity to deliver quicker, better and more impactful results through your team and your colleagues at work
- An understanding of the value and impact of a coaching approach to conversations at work
- The motivation, confidence and skills to have impactful coaching conversations at work
- The understanding that a tell approach gets results today but an ask approach gets results today and in the longer term

Programme Content

(Delivered in 2 x half days, 2 weeks apart to help you practice your skills between each session).

About Coaching

- What it is and what it is not
- Coaching vs. Mentoring vs. Training
- Ask vs Tell approach
- Where we see the best coaches?
- A time to manage and a time to coach – knowing which to use when
- Who has coached you in the past? What was the impact on you and on the task?

6 Step Coaching Model

- Questioning technique
- The 6 steps
- Experience the steps in action – live demonstration using participants own opportunities & challenges
- Opportunities to use this style with your teams

Coaching Skills & Relationship

- Continuation expressions
- Active listening, attending & being present
- Summarising

Addressing your challenges with using a coaching approach

- The language challenge. Is there a cultural challenge? For you? For your team?
- I don't have time on time line! It's too noisy on the line.
- No one else uses this approach – will I seem different, will my manager pressure me to be directive?
- What else?

Coaching on the Go

- Practice a number of 'coaching on the go' scenarios provided by the group
- To demonstrate that the skill works in all scenarios and for a 2 min conversation as well as a 20 min one

Skills Practice

- Over the course of the 2 workshops, each person will practice leading the coaching conversation as well as being coached

Tools & Takeaways

Each participant will take away a coaching card, with the 6-step coaching model and a checklist to assess their coaching skills as it develops, as well as a more detailed coaching guide, building on the 6-step model. They will leave with everything they need to get going straight away.

Price:

Programme available as open course or delivered in-company

- **Open Course - €150 per participant**
 - Non-members - €250 per participant
- **In-company - €1,250 per company**
 - Non-members - €1,650 per company

To book your place, or for more information, contact Mark Skinner on (01) 6051615 or

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