

# Coaching the Coach

## 'The Principles of Professional Coaching and Feedback'

Course Duration: One day, 0930 – 1630

### Delegates will learn:

- How to develop appropriate behaviours for effective competence-based coaching
- How to meet the coaching objectives
- A workable framework to apply to any competence-based coaching session
- How to record the data with clarity and meaning for both the coach and the reviewee

### Format:

#### 9-30 *Why Coach At All?*

- Learning the foundation of professional competence-based coaching
- Understanding 'how' to achieve organisational goals as a coach
- The benefits of targeted coaching to people managers and leaders

#### 10-15 *Creating the Competent Coach*

- Developing an appropriate presence, impact and gravitas for coaching
- Adopting the qualities, skills and experience of a good coach

#### 11-30 – 11-45 *Break*

- Establishing the skill set for coaching
- How to motivate and inspire the reviewee to want to achieve professional objectives

#### 1-00 – 1-30 *Lunch*

#### 1-30 *The Coaching Framework*

- Working with tools to accomplish the 'SMARTTEST' objectives
- Establishing the 'right' coaching environment
- Gaining trust, building rapport quickly and communicating the relevance of the session to the reviewee
- Acknowledging the outcomes of previous meetings, reviewing progress and agreeing future objectives
- Asking well directed questions and highlighting mutual concerns
- Giving impactful and sensitive feedback that empowers the reviewee to do their best

#### 2-45 – 3-00 *Break*

- Evaluating the session and planning for the next time
- Working with outcomes that are meaningful and attainable for the reviewee and setting the standard of goals to be achieved before the next scheduled meeting
- Recording the Important Data and using the process for both the coach and reviewee to keep momentum and log progress in between sessions.

#### 4-15 *Feedback and close*

This coaching programme is an introduction to coaching for those who are required to motivate and develop others in the course of their work.

**It is designed to fully compliment any Reviewer, Appraiser or Feedback Facilitator training for the NHS KSF or LQF, and general Appraisal**

The programme will be interactive, informative and fun and will provide managers and leaders with the ability to develop others through their personal impact, skills and knowledge.

