

## Workshop overview

- Coaching – what it is, and is not, why it is a vital management skill and the benefits for staff and managers
- When to use coaching and when not to
- How to set meaningful and measurable tasks and objectives
- Using questioning techniques e.g. funnelling
- Giving constructive feedback and support
- Recognising patterns and learning from them
- Skills and behaviours of coaches
- When to use a mentor
- Importance of coaching in the management process
- Identifying subject's preferred behavioural style
- Identifying preferred coaching style

## Related workshops

**People who have attended this workshop have also benefited from attending:**

**How to Appraise Your Staff Delegation**

## Workshop details

**£125 plus VAT**

**Half day workshop, small group size of eight maximum. Individual and group exercises with feedback.**

# Coaching and Mentoring

Self-motivation is a matter of choice.

Coaching focuses on future possibilities, not past mistakes  
Half day workshop

## Who for?

This workshop is aimed at anyone in a managerial or supervisory position who wishes to effect real performance improvement in his/her staff or organisation through one to one coaching and mentoring.

## Why do it?

Coaching is becoming increasingly popular as a tool for supporting personal development in the workplace and as a management style that can replace the more autocratic styles in certain situations. Getting a head start in the use of proven tools and techniques is a useful step on the path to gaining professional coaching qualifications.

## What do I get?

An opportunity to practise in a safe environment.  
A proven coaching model.  
Certificate of attendance.

## Ways to book

- 1 - Download, complete and send back the booking form
- 2 - Send an email to: [info@forthorstedtrainingacademy.co.uk](mailto:info@forthorstedtrainingacademy.co.uk)
- 3 - Simply ring 01634 823205

Full Terms and Conditions can be found at [www.forthorstedtrainingacademy.co.uk](http://www.forthorstedtrainingacademy.co.uk)

