



Coaching & Counselling

A Managerial Skills Module

1 day, 9am-5pm

The importance

The manager as a coach and counsellor is the direction of the future in getting results through teams.

People development skills like coaching and counselling are essentials if we have in mind to develop our human asset in our organisation.

This one day workshop on Coaching and Counseling helps to provide a fundamental understanding in using coaching and counselling methodologies in the organisation.

Course contents

Coaching

- ★ Coaching activities
- ★ Why do we need to coach—company, manager & learner
- ★ Development opportunities
- ★ Stages of planned coaching
- ★ Skills required to be an effective coach
- ★ Develop own coaching action plan

Counselling

- ★ What is a counselling interview
- ★ Counselling as a two part process
- ★ 4 styles of counseling
- ★ Natural 5 responses
- ★ Recognise your own natural style
- ★ Skills a counselor needs

Benefits

At the end of this workshop, participants would be able to

- ★ Appreciate the importance of planned coaching activities for their subordinates
- ★ Make consciences effort to give on the job coaching
- ★ Understand own counseling style
- ★ Mindful of well being of subordinates
- ★ Conduct counseling interview when appropriate

RV's teaching methodology

This program is essentially participative and practical. Emphasis on learning through experience, both from structured exercises and group discussions lead the way to effective understanding.

Who should attend?

Supervisors, assistant managers and team leaders whose effectiveness is the result of positive team direction.

Rewards

Certificates of participation will be issued to all those who have attended the entire session and participated actively in the program.