XCELERATE TRAINING INSTITUTE

your learning & development partner

LEADERSHIP AND MANAGEMENT

Coaching Skills for Managers and Supervisors Training Course

DURATION	LANGUAGE	FORMAT
5 days	**English**	**Classroom / Online**

Upcoming dates

Dates	Venue	Format	Fee
3 – 7 May 2027	Live online	Online (live)	**€1,200**
14 – 18 Jun 2027	Boston	Classroom	**€5,500**
8 – 12 Nov 2027	Live online	Online (live)	**€1,200**

Register or ask a question

Online: x8ti.com/course/coaching-skills-for-managers-and-supervisors-trainin…

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Coaching Skills for Managers and Supervisors Training Course

Introduction

The implementation of effective coaching programs can unlock the potential of employees, improve motivation levels, and, if done right, be far more beneficial than any other form of training and development methods.

When the stress is on to meet targets and managers are hurried to meet deadlines, coaching is usually the first task to get dropped from their team development activities. However, it is now being increasingly accepted that corporate coaching programs are essential in the development of successful teams.

What will the participants of this “Coaching Skills for Managers and Supervisors Training Course” learn? This course will inculcate its partakers with the self-confidence, proficiencies, and methods to conduct coaching efficiently.

As a participant in the course, they will study the difference between coaching and mentoring in an in-depth manner, and also learn about the various other types of people-development models out there.

They will also be taught how to ensure that the correct coaching method is applied to each situation. Delegates will learn about coaching models as well as the directive and non-directive approach to coaching.

Attendees will also acquire knowledge in influential questioning techniques and how to give valuable feedback. Utilizing a blend of instruction, demonstration and feedback, this training program provides participants with the opportunity to also practice the skills learned.

This Xcelerate Training Institute course will empower you with the knowledge and practical skills in employing powerful coaching tools for leaders at all levels. It will also help you to access and align your teams’ personal experiences, traits, and skills better in line with the common goals of the organization.

Learning Objectives

- Describe what coaching is and explain its role in the workplace
- Clarify the managers’ role in the coaching exercise
- Validate why developing an employee is important from a coaching standpoint
- Define coaching as a leadership skill
- Complement custom coaching programs with individual employee performance to rectify respective issues
- Follow a specific procedure for coaching success
- Use several models to provide successful coaching conversations
- Use coaching communication skills to good effect
- Detect coaching opportunities and understand which style to use

- Recognize the difference between coaching and mentoring
- Employ the coaching techniques applicable in your work environments
- Explain the skills of coaching and how to apply them successfully

Training Methodology

- Lectures
- Seminars & Presentations
- Group Discussions
- Assignments
- Case Studies & Functional Exercises

Benefits for Your Organisation

- Understand why, how, and when to apply coaching in a workplace setting
- Train your workforce about coaching and mentoring within companies, and the steps that are required for these efforts to be successful
- Integrate your own practical requirements within the program to share personal insights, encourage participants to explore and discuss the content provided
- Relate the content to the participants' current roles and provide a safe space for them to learn

Benefits for You

- Improve the individual skill levels of team members through awareness of coaching
- Ensure everyone in their team is operating at equally high standards
- Understand individual strengths and weaknesses, to help shape team dynamics.
- Get to know individual work styles to gain consensus for common goals
- Structure coaching sessions for maximum effect
- Support their team members in their learning journey, and empowering them to develop the skills, knowledge, and attitude necessary to successfully deliver their job responsibilities and goals

Who Should Attend

- Business Heads
- Team Leaders
- Managers
- Supervisors
- Professional Coaches
- HR Professionals
- L&D Professionals

Course Outline

INTRODUCTION AND DEFINITIONS

- What is coaching?

- Types of coaching
- Counselling-Coaching-Mentoring – A Continuum
- Coaching, Counselling, Mentoring – Bridging Gaps
- Formal and Informal coaching
- Bossing vs. coaching
- Importance of coaching
- Competencies and the personality iceberg
- Behavioral vs. performance indicators

APPLICATIONS, BENEFITS AND CHALLENGES OF COACHING

- Applications of coaching in the workplace
- The benefit of coaching
- Why does coaching fail?
- Operational and organizational barriers
- Why managers do not the coach?
- Coaching mistakes to avoid

COACHING STYLES AND SKILLS

- Characteristics of an ideal coach
- How a good coach is described
- 7 masterful coaching personality traits
- Myths and realities
- What kind of a coach are you?
- Seven communication principles for coaching
- Gather good information with EARS
- Good habits of effective listeners

CHOOSING A COACHING FRAMEWORK

- ACHIEVE
- CLEAR
- FUEL
- TGROW
- OSKAR
- SOLVE
- STAR
- SURE

COACHING STRATEGIES

- Elements of a good coaching session
- Pre-coaching checklist
- Coaching strategies and approaches
- Five steps of coaching
- The ‘before and after’ of coaching

- The importance of continuous feedback

COACHING APPROACHES

- SWOT analysis in Coaching
- The coaching wheel – selected managerial competencies
- BEST – Preview and review coaching
- Asking the right questions in coaching
- Coaching approaches for different behavioral styles
- Arranging the room for coaching
- Running the coaching session

WHY MANAGERS FAIL TO COACH

- Why would it fail?
- What could be the impact of failed coaching programs?
- How to implement fail-safe coaching programs
- Setting the right agenda
- The role of the coach and the learner in ensuring success

MENTORING

- What is mentoring?
- The historical mentor and modern-day definitions
- Myths about mentoring
- Corporate mentoring programs – case studies
- Key characteristics of mentoring programs
- The impact of mentoring on employee performance
- 10 commandments of mentoring

PRACTICAL USES FOR MENTORING

- Practical applications
- Informal vs. formal mentoring
- Why mentoring and whom to mentor?
- Benefits of mentoring programs
- Role and attributes of a mentor
- Mentoring relationships and lifecycle
- Mentoring meeting and agenda

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Registration Form

Coaching Skills for Managers and Supervisors Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

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Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

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