

BASIC SKILLS OF A PROFESSIONAL COACH

A PROGRAM WITH 10 MODULES OF 2.5 HOURS

For whom is the program a good investment?

This program has been developed for everyone who wants to learn the coaching profession. Only an open mind, a willingness to work on yourself and to use your knowledge to help others are necessary requirements.

CONTENT OF THE PROGRAM

0. Individual intake and talent analysis

You will receive an individual intake in order to define your starting point in the program and to define your personal objectives. You will receive an individual analysis of your talents, which will form the basis for your own training program.

1. Introduction to coaching

- What is coaching? The difference between mentoring, training and coaching.
- The different forms of coaching.
- What are the elements of good coaching?
- The phases in a coaching program.

2. The essential skills of the coach

- The basic elements of good coaching.
- Define objectives.
- The coachee's relationship with the working environment.
- The system.
- Reflection as an instrument.

3. Communication skills I.

- Basic elements of good communication. Give feedback, ask questions,.
- Explanation and use of the ABC model.

4. Communication skills II.

- The 4 levels in conversations.
- Recognize, interpret and use body language.

5. The Cognitive Behavioural Therapy as Instrument

- Explanation and practice of the principles of CBT.

6. The Transactional Analysis

- Explanation and practice with the TA.

7. The drama triangle

- Using the drama belt as a sequel to the TA.
- Believe systems in organizations. Analyses of triangular relationships.

8. Team coaching

- The differences between team coaching and individual coaching.
- Recognize phases in team development and be able to respond to them.
- Team roles.
- The role of the coach and the role of the manager of the team.

9. Career Coaching

- Discussion of : His (personality), Desires (motives) and Ability (skills).
- Career counselling (limiting beliefs).

10. Individual session on completion of training and follow-up steps

11. Intervision meetings

Under the guidance of the trainers, participants reflect on the application of the coaching skills in their own practice in 4 peer review meetings.

Practical information

Costs: 3.995 ANG including individual talent analysis (TMA), intake and individual set up.

The costs for the intervision meetings amount to ANG 375 (all costs ex ob).

The program is lead by 2 very experienced and certified coaches.

The modules are given at the end of the working day so that everyone can participate.

Limited capacity, because a small participating group is used.

All modules practise a lot with each other on the basis of relevant cases.

For more information or to discuss some topics: please call Willem Jan Stokhof at +5999 6704142 or send an email to: willemjan@smartsolutions.services.