

Course Title

Advanced Coaching , Motivating & Performance Management

Credit Hours

As Scheduled

Venue

As Scheduled

Date

As Scheduled

Objectives

- **By the end of this Course Delegates will Learn:**
 - ✓ Understand and begin to develop the qualities of an excellent coach
 - ✓ Be able to coach confidently in practice, based on sound, tried and tested principles
 - ✓ Be able to help your staff to become more motivated and self-sufficient
 - ✓ Coach in a structured way which can be used both in formal and informal coaching
 - ✓ Be able to apply a variety of different coaching tools
 - ✓ Be able to adapt your coaching style cross-culturally
 - ✓ Be able to help your staff to grow professionally and personally
 - ✓ How to coach top performers.
 - ✓ How to equip others with peak performance skills
 - ✓ What is required for Leadership empowerment.
 - ✓ How to develop pro-action plans.

The Delegates

- ✓ Supervisors
- ✓ Team leaders
- ✓ Management Professionals
- ✓ Management Staff
- ✓ HR, ER and Personnel professionals who are responsible for the design and delivery of performance management programmes
- ✓ All Professionals at all levels who want to become effective at coaching and motivating others.

Contents

- **Introduction and Course overview.**
- **Strategic Equipping For Leadership :**
 - ✓ Changing Manager's roles.
 - ✓ What is real Leadership?
 - ✓ How to equip Leaders for excellence.
 - ✓ The pursuit of excellence.
 - ✓ Developing key management competencies to create excellence.
 - ✓ 12 Ways to develop your Staff potential and talent.
 - ✓ The Manager as a Change agent.
 - ✓ The need for peak performance.
 - ✓ Activators, Behaviours and consequences.
 - ✓ Benefits for the organization, manager and performer.
- **The Manager As A Coach :**
 - ✓ What is coaching?
 - ✓ Why is coaching so important?
 - ✓ Making the transition from Manager to Coach.
 - ✓ Qualities and attributes of a good Coach.
 - ✓ Develop the Coaching Model.
 - ✓ What does coaching achieve?

- ✓ Deciding When and How to coach.
- ✓ Select the appropriate coaching style.
- ✓ Arranging a coaching session.
- ✓ Use the “GROW” model.
- ✓ Measuring and observing performance.
- ✓ How to appraise a person’s performance.
- ✓ The link with feedback motivation.
- **The Coaching / Motivation Process And Skills :**
 - ✓ Influencing the readiness to change.
 - ✓ The importance of handling change
 - ✓ Gaining a persons commitment to change.
 - ✓ Raising their effectiveness through questioning.
 - ✓ Motivation as a lever.
 - ✓ Setting action orientated performance goals
 - ✓ End goals, performance goals and process goals.
 - ✓ Working your own goal setting strategy.
 - ✓ Developing efficient Time management.
 - ✓ Learn to prioritize your time.
 - ✓ The importance of essential Listening skills.
 - ✓ Developing the cycle for continuous improvement.
- **Putting Coaching & Counseling To Work :**
 - ✓ Understanding the performers agenda.
 - ✓ Coaching the subconscious mind.
 - ✓ Knowing what improvements to aim for.
 - ✓ Exploring barriers to progress.
 - ✓ Replacement principle.
 - ✓ Coaching the right performance attitude.
 - ✓ Making appropriate attitude adjustments.
 - ✓ Knowing what empowering improvement to aim for.
 - ✓ Leading by example.
 - ✓ Develop appreciation within and without.
 - ✓ The coach’s role as a facilitator.
- **Coaching For Decisive Action :**
 - ✓ Adopting the approach, process and skills as a way of life.
 - ✓ Self coaching to fit your own aims and objectives – personal discipline.
 - ✓ Improving your ability to make decisions.
 - ✓ Ten steps to vital decision making.
 - ✓ Choosing Pro-Active leadership.
 - ✓ Understand the Circle of control.
 - ✓ How to be pro-active in your relationships.
 - ✓ How to apply Persistence Performance.
 - ✓ Using the learnt skills to apply at every level.
 - ✓ Ten essential qualities of a successful Corporate Executive.
- **Advanced Performance Management :**
 - ✓ 360 degree feedback .
 - ✓ Emotional Intelligence .
 - ✓ Integrated strategic performance management .

Title

Training & HR Development



- ✓ Internal and external reporting frameworks.
- ✓ Balanced scorecard techniques.
- ✓ Links into strategic advantage.
- ✓ Personal Development Planning.
- **Course summary.**

Notes:

- Great Discount for companies and governmental Organizations .
- All programs are held in five star hotels .
- All lecturers have sufficient knowledge and experience to implement the programs at an optimal level .
- Large package of services is offered to the participants .

Discount	Language	Fees
10% in case of Three P. (or more)	English & Arabic	As Scheduled
Timetable	How to Register ?	Other Dates
9 Am : 11 Am 11.30 Am : 1 Pm 1.30 Pm : 3 Pm	www.titlehr.com Info@titlehr.com Tell 00971559687070	As Scheduled