

Coaching for Workplace Leaders

AN INTENSIVE AND HIGHLY PRACTICAL
— 3 DAY COURSE —



Coaching

“The goal of coaching is the goal of good management: to make the most of an organization’s valuable resources.” - Harvard Business Review

*“The result definitely exceeded my expectations.”
- CEO Newcourt Pensioner Trustee*

To enquire about the next public course dates, please contact

Email Us: info@ismdubai.com
Call Us: +971(0) 4 457 3814



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*Advance your career...
achieve your goals*



ISM Training

ISM Training provides the most comprehensive range of learning and development solutions to meet the needs of individuals and companies. ISM Training helps clients achieve significant behaviour changes leading to improved productivity and increased competitive advantage in today's complex markets.

Executive Coaching Introduction

This course will provide experienced and new managers with new skills and approaches to develop their leadership, management and team skills. This is a challenging and highly participative programme that is designed to give managers the opportunity to experience proven, effective management techniques, team building skills and motivation boosting methods so that they can immediately benefit from these on completion of the course.

Purpose of this course

- ~ Better management performance
- ~ Improved conflict resolution
- ~ Increased confidence and motivation

Together these three outcomes greatly increase overall organisational performance. This highly interactive course will provide you with the skills necessary to guide and encourage your people in working more effectively and exceeding corporate goals.

Benefits of attending

Develop your personal leadership capabilities.

Develop an understanding of key coaching principles and how to use them effectively.

Learn how to establish rapport with employees and create deeper and more trusting business relationships.

Understand how to help teams or individuals discover and commit to solutions to their problems.

Learn how to apply classical coaching models to powerful effect within your own company.

Explore how to give effective feedback in a way that both encourages the recipient and leads to higher performance delivery.

Learn what means to build a reflective environment within your company, enabling your people to fully realise their working potential.

Course Schedule

All sessions will consist of a combination of:

Structured training

Team and peer coaching sessions

Breakout group discussion

Personal reflection

Use of various learning tools

**DAY
01**

An introduction to coaching

Introductions and opening exercises

What makes coaching different and what makes it work?

Seven basic coaching essentials

**DAY
02**

The power of the coaching conversation

Beginning with the contract: agendas, behavior, confidentiality and delivery detail

Using structures and models

Ten common coaching issues & tools to help your coachee overcome them

**DAY
03**

Group and team coaching

The many advantages of team coaching

What you need to be and know to become a good team coach

Learning, holding and exchange in a coaching group

Thinking together as a group

Eight group factors influencing learning and change

Group coaching session

Bringing your best self to work every day

Becoming a reflective leader or manager

Growing in your craft

Dedicating yourself to bringing out the best thinking in everyone you lead and manage

You get the best effort from others not by lighting a fire beneath them, but by building a fire within.

- Bob Nelson

Who should attend?

Executives and Senior managers who have responsibility for multi disciplinary or single project teams and who are regularly monitoring and appraising the performance of key organisational personnel.

Participants

The course will have a maximum of 18 people who will be selected based on the type of business they are in and their job role to ensure a thorough mix of industries, ideas and experience.



Course Leader : John Hill

John is a seasoned and multi disciplined business professional, with a background in blue chip sales, marketing, business development, and international sales, which includes a number of start-ups.

He has delivered significant success in delivering growth, equipping, motivating and managing both internal and external sales functions. A key focus on underlying revenues and profitability have underpinned success in a number of different challenging markets globally.

A natural communicator, who can understand and articulate complex and technical concepts from the shop floor to the board room has enabled him to lead from the front and motivate employees, partners, distributors and stakeholders alike. He is widely travelled and has significant experience in achieving results internationally.

John is currently completing a Diploma in Coaching Psychology and is a member of the International Society of Coaching Psychology.

"A whole load of new skills and information all very practically based and delivered superbly."

*- Hisham A Jalil Matter
Al Aweer*

COURSE REGISTRATION FORM

Coaching for Workplace Leaders



ISM
ISM TRAINING

Telephone: + 971 4 457 3814, Facsimile: + 971 4 457 3999 Email: info@ismdubai.com

01 CHOOSE YOUR PACKAGE

1 Delegate: 6,800 Dhs

2 Delegates: 12,920 Dhs (5% discount)

3 Delegates: 18,360 Dhs (10% discount)

4 Delegates: 23,120 Dhs (15% discount)

Registration fees include expert tuition, comprehensive course documentation, workshop materials lunch & refreshments and your official ISM framed Certificate documentation, workshop materials lunch & refreshments and your official ISM framed Certificate

02 ATTENDEE DETAILS - Please complete in block capitals

No	Full Name	Job Title	Tel (inc country code)	E-mail
01				
02				
03				
04				
05				

03 COMPANY DETAILS - Please complete in block capitals

Organisation Name:	<input type="text"/>	Industry:	<input type="text"/>
Address:	<input type="text"/>	Postcode:	<input type="text"/>
Country:	<input type="text"/>	Email:	<input type="text"/>
Tel:	<input type="text"/>	Fax:	<input type="text"/>

Authorized Signature' (Mandatory):

Authorising Signature' Name:

By signing this form I have read and agreed to ISM's terms and conditions listed below

04 INVOICE CONTACT AND PAYMENT - If different from above

Note: Payment is required BEFORE the course date. Course details will be sent to you once payments are received.

Contact person for invoicing	<input type="text"/>				
Tel:	<input type="text"/>	Fax:	<input type="text"/>	Email	<input type="text"/>

05 TERMS & CONDITIONS

ISM reserves the right to change dates, venues, topics and trainers due to unavoidable circumstances.

Cancellation: If you cannot attend personally, a substitute delegate is welcome to join this course in your place - for no extra charge. Should you (or a substitute) be unable to attend, we will promptly refund your fee less a service charge of 10%. As spaces are strictly limited, we regret that registration received less than 30 days before the start date of the course may incur a late booking surcharge of USD50

Condition: You must inform us in writing 30 days or more before the start date of this course. No refunds are possible for cancellations received less than 30 days, before this course. Instead you will be issued with a 50% Discount Training Voucher, which entitles you (or a nominated colleague) to attend a public course arranged by ISM

Find us in Social Media

or please fax this form to + 971 4 457 3999
to receive your confirmation and delegate pack.



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