MERCURY

Developing Coaching Skills and Tools for Administrators Course

22 – 26 February 2027
Vienna (Austria)



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Ref: 15520_1081327 **Date:** 22 – 26 February 2027 **Location:** Vienna (Austria) **Fees:** 5900 Euro

Introduction:

This coaching skills and tools for administrator program is meticulously crafted to equip administrators with the skills and tools to foster growth, empower teams, and drive organizational success through effective coaching practices. Participants will develop coaching skills and tools to empower them to lead confidently, inspire others, and drive organizational success.

By participating in this coaching skills and tools for the administrator training program, administrators will gain the knowledge and skills necessary to effectively coach and develop their teams. This specialized administration training will focus on enhancing the training administrator's skills to the next level, ensuring a profound impact on their ability to propel organizational growth.

Targeted Groups:

This coaching skills and tools for administrator course is tailored for administrators, managers, team leaders, and professionals in leadership roles. It caters to:

- Administrators seek to enhance their leadership abilities and empower their teams through coaching.
- Managers and team leaders looking to develop a coaching mindset and improve team performance.
- Professionals aspiring to transition into leadership roles and cultivate coaching skills for personal and professional growth.
- Individuals responsible for managing and supporting diverse educational, corporate, or nonprofit teams.

Course Objectives:

By the end of this coaching skills and tools for an administrator training course, participants will:

- Develop a thorough understanding of coaching principles, techniques, and methodologies inherent to administrator skills.
- Acquire essential coaching skills, including active listening, powerful questioning, and providing constructive feedback.
- Learn how to establish rapport, trust, and accountability with coaches to facilitate growth and development.
- Gain proficiency in using coaching tools and frameworks to guide coaching conversations and goal setting.
- Explore strategies for overcoming common coaching challenges and effectively managing coaching relationships.

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- Apply coaching skills and tools to real-world scenarios, fostering a culture of continuous improvement and learning within their organizations.

Targeted Competencies:

Upon completion of the coaching skills and tools for administrator course, participants will possess the following competencies:

- Proficiency in active listening and empathetic communication to understand coach perspectives and needs.
- Ability to ask powerful questions that stimulate reflection, insight, and goal clarification.
- Skill in providing constructive feedback and facilitating meaningful conversations to support coach development.
- Competence in using coaching models and tools, such as GROW Goal, Reality, Options, Wrap-up and SMART goals, to structure coaching sessions effectively.
- Understanding ethical considerations and boundaries in coaching relationships ensures professionalism and confidentiality.
- Capability to cultivate a coaching culture within their organizations, fostering a supportive environment for growth and collaboration.

Course Content:

Unit 1: Introduction to Coaching for Administrators:

- Overview of coaching principles and the role of coaching in leadership and organizational development.
- Understanding the difference between coaching, mentoring, and managing.
- Exploring the benefits of adopting a coaching mindset for administrators and their teams.

Unit 2: Essential Coaching Skills:

- Active listening: Techniques for fully engaging with coaches and understanding their perspectives.
- Powerful questioning: Strategies for asking open-ended questions that promote reflection and self-discovery.
- Providing feedback: Guidelines for delivering constructive feedback that fosters growth and development.

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Unit 3: Establishing Coaching Relationships:

- Building rapport and trust: Techniques for establishing positive relationships with coaches.
- Setting coaching agreements: Clarifying expectations, goals, and boundaries to ensure effective coaching engagements.
- Creating a supportive environment: Cultivating a safe, nonjudgmental, open communication and learning space.

Unit 4: Coaching Tools and Frameworks:

- Introduction to coaching models: GROW Goal, Reality, Options, Wrap-up and other frameworks for structuring coaching conversations.
- Goal-setting techniques: Using SMART goals and other methods to help coaches clarify their objectives and action plans.
- Exploring additional coaching tools and resources for supporting coach development.

Unit 5: Applying Coaching Skills in Practice:

- Overcoming coaching challenges: Strategies for addressing resistance, defensiveness, and other common coaching obstacles.
- Case studies and role-playing exercises: Applying coaching skills and tools to realistic scenarios.
- Developing a personal coaching action plan: Identifying areas for growth and implementing strategies for ongoing development.