



Developing Coaching Skills and Tools for Administrators Course

27 Apr - 20 May 2025
Kuala Lumpur (Malaysia)





Developing Coaching Skills and Tools for Administrators Course

Ref.: 15520_313157 **Date:** 27 Apr - 20 May 2025 **Location:** Kuala Lumpur (Malaysia) **Fees:** 3900 Euro

Introduction:

This program is meticulously crafted to equip administrators with the essential coaching skills and tools needed to foster growth, empower teams, and drive organizational success through effective coaching practices.

Targeted Groups:

This 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 teams in educational, corporate, or nonprofit settings.

Course Objectives:

By the end of this training program, participants will:

- Develop a thorough understanding of coaching principles, techniques, and methodologies.
- 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.
- 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 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 of ethical considerations and boundaries in coaching relationships, ensuring 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.

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 and nonjudgmental space for open communication and learning.

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.



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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.

Join us on a transformative journey to develop coaching skills and tools that will empower you to lead with confidence, inspire others, and drive organizational success!



**Registration form on the :
Developing Coaching Skills and Tools for Administrators Course**

code: 15520 **From:** 27 Apr - 20 May 2025 **Venue:** Kuala Lumpur (Malaysia) **Fees:** 3900 **Euro**

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