



## Developing Coaching Skills and Tools for Administrators Course

24 - 28 Nov 2024  
Kuala Lumpur (Malaysia)





# Developing Coaching Skills and Tools for Administrators Course

**Ref.:** 15520\_313159 **Date:** 24 - 28 Nov 2024 **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:** 24 - 28 Nov 2024 **Venue:** Kuala Lumpur (Malaysia) **Fees:** 3900 **Euro**

Complete & Mail or fax to Mercury Training Center at the address given below

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Full Name (Mr / Ms / Dr / Eng):  
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Personal E-Mail:  
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