



www.enlighten-uk.com



# Coaching Skills Workshop

Call 01233 646605 to book your workshop.

## Develop Your Coaching Skills

Coaching is an integral part of effective leadership and management. It provides the basis for good communication and effective learning.

If you and your team are passionate about unlocking a persons potential in a way that leaves them more competent and fulfilled so that they are more able to maximise their own performance, then this programme is right for you.



Designed by professionals with a successful background in leadership and management who understand the unique dynamics that occur within teams. The training is designed to be practical, self evaluative and thought provoking. It will awaken in you the powerful impact that coaching has when applied as part of a leaders or managers toolkit and at whatever level within the organisation you currently work.

**“Coaching is about unlocking potential in order to maximise potential.**

**It’s about bringing out the best in people.”**

*“As a leader  
it is my responsibility  
to create the conditions  
for staff to succeed.  
**Coaching  
is one way  
to achieve this.”***



**“72% of respondents use coaching as the main business driver to improve individual and business Performance” CIPD**

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**“If you want to move people it has to be towards a vision that is positive to them.”**

## Course Description

### Building Your Coaching Skills - What will be covered?

- What is and What is not coaching?
- Coaching and Emotional Intelligence
- 10 Principles for Coaching
- What skills are needed?
- Improve your capability to actively listen, observe and interpret different forms of communication
- Recognise that good listening supplies the building blocks to good understanding
- Different styles of questioning
- The GROW model for coaching
- Practice Practice Practice

### Developing coaching further in your organisation or team.

- The Leaders Role in Developing Coaching
- Who Coaches Who?
- Leadership styles and their impact
- What impact does a coaching style have on an organisation?

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## Building on Your Existing Strengths and Successes

**Coaching** will support you in your existing work to create the best environment for your team to perform at the very best of their ability. It will enhance and support existing strategies you may be initiating such as:

### Leadership Strategies:

Leadership strategies emphasise the importance of collaborative professional development and peer support between leaders and managers. An important feature is creating time for staff to learn together as a principle of organizational development. Space needs to be created for leadership teams to work and learn together.

### Learning-Centred Leadership:

This occurs when an emphasis is placed on the development of others, on building a collaborative learning culture in the organisation, and on finding ways to ensure that work is focused on continuous improvement. This along with the work on distributed leadership and growing tomorrow's leaders, has clearly demonstrated the significance of leaders employing coaching approaches and developing a culture of 'learning conversations.'



## Course Objectives

The primary objective in adopting a coaching strategy is to invest in the long term professional development of others as well as:

- Helping staff to identify their development potential in a way that they feel valued.
- Encouraging staff to establish long term goals for their own development and career
- Enabling agreement between management and staff roles in the development process
- Providing on going advice and feedback
- Encouraging improved performance in the workplace

Coaching has a positive impact on an organisations climate and can be the catalyst in creating increased flexibility, clarity, responsibility, rewards, team commitment and improved standards.

Enlighten support a Seven Action System and can enable you to:

1. Develop a system. (To develop a system first develop yourself.)
2. Make sense of the whole.
3. Create systems and integrate systems
4. Focus on principles
5. Equip staff with coaching skills
6. Use coaching in the review and reward of good practice
7. Use and build external links and networks



**“Coaching helps people achieve *their* goals by using *their* internal resources.”**

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## Supporting and Extending Your Work

### Developing Capacity. Growing Tomorrow's Leaders and Managers :

The arguments for investing in the development of others are extensive and numerous. It is the people that make up the team. It is the team that create the success. Work around distributed leadership, and the identification and development of leaders for the future illustrates that leadership needs to be shared widely. Leadership needs to be nurtured to ensure that there are sufficient future leaders in the system to secure succession when the current generation moves on.

**There is remarkable convergence about the importance of coaching in achieving this aim.**

### Transforming a Workforce:

To develop a workforce that has the professionalism, teamwork and leadership to deliver further rapid and sustainable improvements your team must use cutting-edge approaches. Performance Coaching and mentoring can play a key role in ensuring that this process is successful.



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## Develop Your Coaching Skill

### Course Leaders

**John Pritchard** is the founder of Enlighten. John specialises in helping people achieve greater success and fulfilment through coaching techniques and professional development training. He is an accredited user of facet 5 profiling tools and has completed N.P.Q.H and L.P.S.H with the National College of Leadership. He has accredited training for Self Evaluation as well as an Advanced Diploma in Management from Christ College Canterbury. He holds post graduate degrees in primary and secondary education and holds an MA with Greenwich University. His research focused on the relationship between motivation, emotion and performance and enhances his work as a coach. Johns training has been described as, 'dynamic and purposeful' and his style as, 'excellent, able to engage with a wide range of individuals.'

**Dawn Harvey** Dawn began coaching in a corporate environment in 1994. Through senior management positions she used coaching to achieve positive results in business growth, management development, team performance, career and personal development. Her commitment to the benefits of coaching principles grew into a desire to set up her own practice and take coaching to individuals and small business as well as larger corporations. Dawn holds a BA(Hons) from the University of Kent at Canterbury and a diploma in Personal Performance Coaching. Her passion for unleashing potential within people and business is translated into an upbeat and energetic delivery style with an emphasis on fun. Clients remark on enjoying "an enormous leap in motivation" through working with Dawn.

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### About Enlighten

Our style has been described as, purposeful, dynamic and clearly focused. This down to earth approach and our commitment to viewing each client as unique will ensure we provide you with the coaching or training steps needed to accelerate you towards your aspirations.

Enlighten provide personal and professional coaching solutions as well as de-



- An increase in performance and motivation
- A clear focus with positive success criteria
- Individually designed training and coaching
- Plans to ensure you deliver on your goals and targets.



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