



**P31 CONSULTING LTD**

*Stepping out of your comfort zone*

## **COACHING SKILLS FOR MANAGERS**



*'Very informative, an eye opener. I understand how coaching will help me develop as a manager'. Senior Lecturer – London University*

## COURSE OUTLINE

**One of the key roles of a manager is to coach team members to achieve their best – in a nutshell to raise performance. As ‘coach’ the manager will typically help their team members solve problems, make better decisions, learn new skills or otherwise progress in their role or career.**

**This one day workshop supports managers to understand the importance of coaching, demonstrate how to use it appropriately and create a coaching culture around them.**

### *Who should attend:*

The workshop is aimed at new and existing managers; supervisors, team leaders and anyone involved in people management

### *What you can expect:*

A participative and interactive one day workshop which demonstrates the art of coaching using practical tools and techniques. You will:

- work with others to share experience and undertake observed coaching sessions;
- learn the importance of building rapport, active listening and asking key questions;
- learn how to manage managing upwards effectively.

### *The outcome:*

As a result of attending the workshop you will:

- Understand the difference between coaching and mentoring;
- Maximise your effectiveness as a manager
- Sharpen your listening and questioning skills
- Understand when coaching is not appropriate.

### *When:*

Thursday 5 November 2009  
Friday 19 March 2010

### *Where:*

Central London  
Central London  
(venue to be advised)

### *Investment to you:*

Early bird rate - £335.00\* +VAT  
Standard rate - £375.00 + VAT  
Charities - £195.00 + VAT

\*bookings and payment to be received 30 days before course date.

### *Booking details:*

Complete booking form and email to  
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tel: 0845 257 59 31  
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