

Coaching Essentials Syllabus

DESCRIPTION

Coaching Essentials provides participants with the fundamentals of professional coaching. It equips them with the mindset, competencies, tools and approaches they need to effectively engage in powerful coaching conversations on topics related to coaching inside and out of organizations. The program starts with theory, to ensure clarity and understanding of the distinctions of professional coaching. The participants are then led through an adult learning process to develop the mindset and skillset necessary to structure and lead a coaching conversation. This is a highly experiential course, giving dedicated time to the practice of coaching and demonstration of the core-competencies, during the program with peer coaching.

Coaching helps others to grow, improve their thinking, gain perspective and take decisive actions that lead to desired results. Coaching Essentials provides the participant with core coaching skills that they can start using immediately. This program also serves as an introduction becoming a professional coach, providing participants with relevant CEU's.

LEARNING OBJECTIVES

By the end of the session, attendees will be better able to:

- Discuss the foundation of coaching in psychology and business
- Explain the distinction between coaching, mentoring, consulting, and counseling
- Use a framework/model for structuring the coaching conversation
- Apply the essential coaching skill, including listening, questioning and direct communication, to enhance problem solving, collaboration, potential development, and action planning
- Ask questions that facilitate learning and accountability
- Provide constructive performance feedback in a way that increases self-awareness, influences thinking and behavior.
- Facilitate a career development or role transition conversation in a way that builds motivation to engage, learn, and grow.
- Use the coaching skills, models, tools and techniques in formal and informal situations
- Integrate coaching skills to enhance inter-personal communication and leadership style
- Improve the quality of conversations and interpersonal relationships

ORGANIZATION

The workshop is designed to be experiential and will include:

- Socratic Lecture Model
- Video and in-person demonstrations
- Skill practice
- Group exercises and vignettes

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TOPICS

Intro and Overview

What and Why of Coaching

- Coaching Foundations and Benefits
- Helping professions and their distinctions
- Coaching Definitions

How of Coaching

- Coaching Ethics
- Essential Coaching Skills
 - Active Listening
 - Powerful Questioning
 - Power of Presence
- Core Coaching Competencies
- Coaching Process
 - GROW, and Holistic Coaching Models
 - Structure of Coaching Session
 - Roles and Expectations
- Scope of Coaching
 - Setting Goals
 - Encouraging Accountability
 - Keys to sustainable change: Facilitating Awareness, and Double-loop Learning
- Coaching Tools
- Personal Development
 - Use of Self – Integrating Head, Heart and Gut
 - Triggers and Reactivity Management

When of Coaching

- Setting the Context for Coaching
 - Career Management
 - Feedback and Assessments
 - Transitions
 - Holistic Coaching ‘Whole Person Model’
 - Informal Opportunities

Practice of Coaching

- Coaching demonstrations and debriefs
- Skills practice (within context) with feedback from the facilitator and/or participant “observers”

Materials

- Coaching for Performance Textbook
- Coaching Essentials Workbook
- Coaching Tools for Self-Awareness

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FACILITATOR

Sackeena Gordon-Jones, Ph.D., MCC, and Associates



Sackeena Gordon-Jones is an ICF Master Certified Coach who works with coaches, executives, emerging leaders and professionals, who want to transform the way they lead and live. Leaders who want to achieve their most meaningful goals, lead authentically and lessen their stress will find a trusted partner with a unique skillset to coach, consult, train and speak.



Participants in this program will earn Continuing Education Units

