Coaching for Excellence

Coaching Skills Training

- Do you want to be able to coach simply and effectively
- Do you want to develop expertise and independence in those around you and help them develop the capacity to solve their own problems?
- Or are you an independent coach looking to refine, develop and simplify your coaching skills?

Venue: Kents Hill Park, Milton Keynes

Overnight accommodation is available onsite at reasonable cost. The venue is within easy access of the M1 and rail services from London

Dates: Each course is 2 x 2 days long. You will need to attend all 4 days. The dates are spaced so that you can practice skills and add value to your learning. Each day is 9 – 5

4/5 March and 1/2 May 2013

Cost: The four day course costs

- £750 + VAT Public Sector, Church, Individuals and Not for Profit organisations
- £1295 + VAT Private Sector
- Overnight accommodation is extra

Bookings: Call 01462 483798 or email info@3dcoaching.com to register your interest

“The purpose of coaching is to help and support people to manage their own learning in order to maximise their potential, develop their skills, improve their performance and become the person they want to be.”

Eric Parsloe
Coaching for Excellence
Coaching skills training

“I...had a fantastic comfortable learning space. I don’t think I have been as challenged in my learning in years I enjoyed the whole process now I will have to trust it and give it my best shot.” Martine Masson, Bedfordshire and Luton Partnership Trust

You will

- observe an experienced coach at work and understand the value of simplicity to help people think
- understand and be able to use the golden threads of masterful coaching - simply
- be able to create a thinking space for other people and empower your team to work independently.
- develop and refine your existing skills and become much more effective in the way you work with your colleagues, clients or staff – paid or volunteers. It will help you to enable them to take more responsibility to find their own solutions

You’ll know you’ve got there because:

- it will be effortless
- you’ll speak less
- others will think more
- you’ll be having coaching style conversations during 1-1s and on the stairs
- the culture of your organisation will change as people begin to take responsibility for their own actions

So simple you will be see what you’re aiming for and believe you can do it. It will take time and practice to learn to be this simple.
Content:

There is an appropriate level of theory and each course is individually modelled to meet the specific needs of participants.

The course is based on the rigorous core coaching competencies of the International Coach Federation, Hawkins and Smith’s CLEAR Coaching model and adult learning theory based on Kolb’s Learning Cycle.

Coaching for Excellence can stand alone or be used towards portfolio accreditation with the ICF for those wishing to take coaching further.

Delegates will simplify and deepen these skills by coaching, being coached and giving and receiving feedback against the ICF Core Coaching Competencies. The four experiences together will add value to their learning and ability to offer transformational coaching working towards master coach level.

1. Meeting Ethical Guidelines and Professional Standards
   - Learn to work systemically and transformationally
   - Be clear about what is or is not coaching and learn how to change hats when you are in multiple roles
   - How to work towards every conversation being one where the other person has original thought
   - Keeping responsibility in the middle

2. Establishing the Coaching Agreement
   - Learn how to ensure that every conversation is the one which needs to be had
   - Learn how to be not overwhelmed by story
3. Establishing Trust and Intimacy with the Client
   - Learn how trust is the fundamental to effective conversations
   - Recognising the hard edge of trust

4. Coaching Presence
   - Coaching is about noticing not diagnosing
   - Learn how to be present and keep out of the way
   - Avoiding getting sucked in when you are thinking
     - Oh dear/ Oh no/ Oh help

5. Active Listening
   - Active seeing
   - Listening at a deeper level
   - Keeping out of the story

6. Powerful Questioning
   - Why not why?
   - Keeping questions short
   - Asking what you intend without losing impact in the words

7. Direct Communication
   - You can probably notice things in conversations – learn how to say what you see without judgment or attachment

8. Creating Awareness
   - Dealing with stuckness
   - Helicopter view
   - Real play

9. Designing Actions
   - Getting beyond either/or
   - Challenging assumptions

10. Planning and Goal Setting
    - Whose plan is it?

11. Managing Progress and Accountability
    - Ensuring progress
    - Leaving responsibility with the client

Who for?

- anyone wanting to use coaching at work – managers, leaders, ministers
- independent coaches and consultants
- HR or learning and development practitioners

Whether you are a beginner or have experience, Coaching for Excellence will develop and stretch your ability to coach.

Management, Leadership, Spiritual Care, Mentoring, Performance Management and Supervision all contain coaching skills. Coaching
does not contain managing, leading, spiritual care, mentoring, performance management or supervision. The more effectively you coach, the more effective you will also be in these other roles.

Numbers

There are a maximum of 21 delegates on each course and 2 facilitators so that there is plenty of mentoring and feedback.

Coaching for Excellence has been run by 3D since 2004. Participants are encouraged, if appropriate, to continue to develop coaching skills and work towards ICF Accreditation.*

This course counts for 26 hours of the face to face training required by the ICF.

Trainers

The trainers are accredited as coaches, and trained as coaching supervisors. They are coaching all the time, and receive supervision on their coaching. There is always a coach accredited by the ICF at PCC level as part of the course.

We believe in ongoing coaching supervision and professional development for people learning to use reflective practice. Recognising that not all organisations have the resources to provide this internally, we offer attendees on all our courses access to group supervision. This is currently by teleconference calls. We will be developing drop ins in areas where we work regularly.

3D Coaching has been providing organisational and career development through top quality coaching, training, supervision and facilitation to leaders across all sectors since 1999. The added value we bring is that we are not afraid to say what we see, or to hold leaders accountable for the impact of their behaviour. All those who represent 3D Coaching share its values and understand its style, which is

- both challenging and supportive
- simple
- rigorous - based on sound theory, extensive experience and ongoing professional development
- sustainable
- fun

Our approach is experiential. We engage learners in working with their real and current challenges so that their application of new
Coaching for Excellence
Coaching skills training

ideas, theories and models has an immediate impact for them, their team and your organisation. We aim to build on their experience and knowledge, with each participant moving on from where they are and no-one having to go back to where they’ve been.

You can also sponsor a tailor made course in your own organisation. Either:

- You can sponsor a course for your people
- You can sponsor a course for your people and we sell some of the places to external delegates. We pay over to you all the income generated from sales

For more details contact Claire on 01462 483798
Accreditation

At 3D Coaching, we recommend the ICF Accreditation process because they assess your coaching skills – not your knowledge – against their core competencies.

We provide you training to reach the 60 hours required for ICF Portfolio Accreditation at Associate Certified Coach Level. You will need to have coached for 100 hours to apply for this accreditation. Our experience is that modular training offers you more opportunity to integrate your learning and practice and therefore develops your coaching more effectively.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coaching for Excellence</td>
<td>26</td>
</tr>
<tr>
<td>Action Learning Set Facilitator Training</td>
<td>6</td>
</tr>
<tr>
<td>How to Be Heard at Work</td>
<td>7</td>
</tr>
<tr>
<td>See it Say it Sort it</td>
<td>7</td>
</tr>
<tr>
<td>Introduction to team coaching</td>
<td>7</td>
</tr>
<tr>
<td>Masterclasses on ICF Core Competencies – at ACC level OR PCC level</td>
<td>up to 11</td>
</tr>
</tbody>
</table>

You will need

- 60 training hours from menu
- 10 hours supervision/ mentor coaching (at least 3 need to be 1-1)
- 100 coaching hours
- an oral examination with the ICF

You can include Face to Face or Voice to Voice coach training from other providers as long as they meet the requirements of the ICF.

Total Cost for individuals £2603 + VAT + ICF Fees (currently £320).
We offer 10% discount for delegates who would like to pay the entire fee upfront.

Total cost for individuals being paid for by their employer £5000 + VAT + ICF Fees (Discounts available for church, third and public sectors)