

***„Coaching as a tool to support human in his development:  
principles, techniques, usage”***

***Course description:***

**The training - „Coaching as a tool to support human in his development”** is the basic and the most general compendium of coaching skills and knowledge. The classes are aimed at people who want to see the topic of coaching and its usage as well as have a look at the tools which are often used in the process of coaching. The training provides knowledge about the **coaching** as a way to develop within the organization and the coaching which is independent of corporations.

***Acquired skills:***

During the **Coaching** course its participants gain awareness of:

- coaching – what it is and what it isn't
- difference between the coaching within the organization and the coaching which is independent of this organization
- what is coaching thinking
- what is the role of the coach and the coached person
- what are the different types of coaching, for whom, in what situation and which one is the best
- what is the difference between coaching and other forms of personal development such as mentoring, therapy, consulting, etc.
- participants gain the ability to:
  - prepare for the coaching conversation
  - enter into contract with a person being coached

- o lead a coaching session
- o prepare a report of coaching
- o put into practice selected coaching tools

### *Training program:*

#### **I. Basic information about coaching**

- what is coaching and where it comes from?
- types of coaching
- the essence of coaching carried out in the organization  
(the role of a coach and the role of a manager/supervisor)
- the essence of coaching carried out independently of the organization
- the difference between coaching and management coaching style, mentoring, consulting, therapy, etc.
- organizational issues
  - entering into contract
  - the first session
  - closing coaching
  - coaching ethical principles within the organization and beyond it
  - coaching report
- schools of coaching in Poland

#### **II. The most important goal of coaching: change (in thinking and in action)**

- why do people want to make changes?
- how to prepare for changes?
- why don't we do what we want?
- motivation and self-motivation in the process of coaching

- problem-goal-effect in coaching
- the objectives you can work on during coaching and the objectives you can't work on
- what does it interfere to take a step forward?
- working with the client's reluctance

**III. Coaching tools (during the course we work on selected tools from each of the following categories. The choice of tools depends on the expectations of participants)**

**1. R. Dilts's Pyramid as a working tools base in holistic coaching**

**2. Working on an aim:**

- goal and effect
- net of goals
- setting short, medium and long-term goals
- work on goals - visualization techniques
- map of goals and dreams

**3. Diagnostic tools:**

- Circle: life, value, business, priorities
- GROW model
- Model: Vision-Strategy-Determination
- Modalities: a set of related exercises
- Table of needs

**4. Client's software:**

- Convictions
- Archetypes
- Concerns
- Probing questions, explaining questions, questions about emotions, questions about the desired state

- linguistics, what can you discover on the basis of a language that is used by a Customer (modality, meta programs)
- anchoring states and resources
- 4 levels of skills development
- behavioral models
- a can of worms

**5. Tools to start operation**

- questions: relevant questions
- homework
- active operation plan
- time management matrix
- start with a vision of the end
- method of visualization during the process of making choices

**6. Tools which are good for work with relations and communication**

- philosophy of working with relations
- association, dissociation
- a change of perspective
- a mental mentor

**III. Coach's back-up facilities**

- internal communication
- intuition
- motivation to the role of a coach
- working with the inner critic

***Methodology:***

During the training we use the following training methods:

- mini-lecture
- discussion
- elements of participants' coaching sessions
- working with questionnaires and with coaching tools
- case study
- recording actual coaching and analysis of the obtained information
- role plays

***Organizational information:***

Number of training hours: 12 hours / 2days

Time of training 9:15-15:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings