

€ TRAINING

Motivating, Coaching, Counselling &
Mentoring: Practical Tools for Effective
Leadership

A photograph of four smiling professionals in a meeting. A woman in a black top and necklace is in the foreground, looking towards the camera. Behind her are three other people (two men and one woman) in white shirts, looking towards the right. The background is a bright, modern office setting. A large blue curved graphic element is overlaid on the top and right sides of the image.

15 - 26 December 2024
Cairo (Egypt)



Motivating, Coaching, Counselling & Mentoring: Practical Tools for Effective Leadership

REF: C489 DATE: 15 - 26 December 2024 Venue: Cairo (Egypt) - Fee: 6965 Euro

Introduction:

We often hear record-breaking athletes say; I owe it to my coach; That's because however talented they are, athletes need a coach to improve their performance and competitiveness. Likewise, Companies and Organisations need to create a culture where coaching and feedback occur as a routine part of each day. Towards this strategic end.

This innovative and motivating course, explains a structured approach to coaching which is effective whether a professional is working with a recruit or seeking improvement from an experienced player.

Being less of a boss and more of a coach is fundamental to modern management.

Urging people to do better won't work unless they know how to do it better.

Good coaching builds trust and a collaborative climate between professionals and teams.

Conference Objectives:

At the end of this conference the participants will be able to:

- Understand that coaching and equipping, is one of the most important acts of leadership.
- Recognize that to get things done cost-effectively they must "grow" people to their full potential.
- Offer useful coaching or suggestions on how to improve.
- Help others grow and develop e.g., creates and monitors development plans; identifies training and developmental.
- Provide constructive feedback specific, timely, accurate.
- Demonstrate an understanding of staff's specific strengths and development needs, helps identify developmental priorities.
- Provide support and encouragement to others when they make mistakes or take developmental risks.
- Influence themselves and others to create productive behaviors that lead to optimal personal impact.
- Optimize their organization's personal productivity and personal enjoyment.
- Promote enhanced job productivity, job satisfaction, and pride
- Decide actions to apply the learning to their workplace
- Equip others with peak performance skills and develop pro-action plans

Targeted Audience:

- Supervisors
- Team Leaders
- Management Professionals
- Management Staff
- Line Managers
- Technical Managers
- All Professionals at all levels who want to become effective at coaching and motivating others
- HR or Training Staff
- Anyone required to coach or mentor others

Conference Outlines:

Unit 1: Strategic Equipping For Leadership:

- Changing the Manager's roles
- What is real Leadership?
- How to equip Leaders for excellence
- The pursuit of excellence
- Developing key management competencies to create excellence
- 12 Ways to Develop your Staff potential and talent
- The Manager as a Change agent
- The need for peak performance
- Activators, Behaviours, and consequences
- Benefits for the organization, manager, and performer

Unit 2: The Manager as a Coach and Mentor:

- What is coaching?
- Why is coaching so important?
- Making the transition from Manager to Coach
- Qualities and attributes of a good Coach
- Develop the Coaching Model
- What does coaching achieve?
- Deciding When and How to coach
- Select the appropriate coaching style
- Arranging a coaching session
- Use the "GROW" model
- Measuring and observing performance
- How to appraise a person's performance
- The link with feedback motivation

Unit 3: The Coaching / Motivation Process and Skills:

- Influencing the readiness to change
- The importance of handling change
- Gaining a person committed to change
- Raising their effectiveness through questioning
- Motivation as a lever
- Setting action-orientated performance goals
- End goals, performance goals, and process goals
- Working your goal setting strategy
- Developing efficient Time management
- Learn to prioritize your time
- The importance of essential Listening skills
- Developing the cycle for continuous improvement

Unit 4: Putting Coaching & Counselling to Work:

- Understanding the performer's agenda
- Coaching the subconscious mind
- Knowing what improvements to aim for
- Exploring barriers to progress
- Replacement principle
- Coaching the right performance attitude
- Making appropriate attitude adjustments
- Knowing what empowering improvement to aim for
- Leading by example
- Develop appreciation within and without
- The coach's role as a facilitator

Unit 5: Coaching for Decisive Action:

- Adopting the approach, process, and skills as a way of life
- Self-coaching to fit your aims and objectives - personal discipline
- Improving your ability to make decisions
- Ten steps to vital decision making
- Choosing Pro-Active leadership
- Understand the Circle of control
- How to be pro-active in your relationships
- How to apply Persistence Performance
- Using the learned skills to apply at every level
- Ten essential qualities of a successful Corporate Executive