

# IO SIG Professional Development:

## Foundation Coaching Skills 2 Day Workshop

IO SIG  
IO Psych Special Interest Group

### This programme is for:

- Existing coaches who wish to refresh skills/ideas
- “In house” coaches or leaders wishing to become more effective at coaching their staff and colleagues
- Anyone else wishing to learn and practice coaching skills in a safe and friendly environment

Developed by **Dr. Ian McCormick** who heads the Executive Coaching Centre Ltd, the two day workshop will be heavily practice based i.e. each theory, tool or concept introduced will be practiced or demonstrated where practicable. By the end of the course you will be able to:

- Understand the process and outcomes of coaching
- Build rapport and trust with coachees
- Communicate effectively as a coach using a wide range of listening, questioning and feedback techniques
- Understand your strengths and weaknesses as a coach
- Have an action plan to improve your coaching skills
- Write coaching plans with inspiring goals
- Motivate coachees to sustain progress towards their goals
- Provide feedback for difficult sessions
- Deliver coaching sessions with more impact
- Describe ways of evidencing coaching effectiveness
- Know how to encourage a coaching culture

### Presenter:

**Sam Farmer** is the Director of Enhance Facilitation Ltd and Chair of the Coaching Psychology Special Interest Group. Having a supervisory, managerial and training background largely in the state sector, Sam now works with a variety of organisations in both the commercial and not-for-profit sectors. Clients include CYFS, Dept Corrections, MSF, District Health Boards, SIM and telcos as well as individual professionals.

In addition to providing coaching supervision, Sam develops and facilitates bespoke coaching programmes to support professional development and strategic change for large organisational clients as well as smaller businesses. He has also created the Team Engagement Checklist© that is used as a pre/post coaching tool to provide both a quantitative and qualitative indication of the degree to which leaders believe they have achieved team engagement.

Interested in developing more structured pathways into coaching, Sam recently co-founded and chairs the NZ Coaching Psychology Special Interest Group. He is also a Foundering Member of the Society for Coaching Psychology, an Associate of the New Zealand Coaching and Mentoring Centre ([www.coachingmentoring.co.nz](http://www.coachingmentoring.co.nz)) and part of a private practice ([www.aucklandpsychology.co.nz](http://www.aucklandpsychology.co.nz)). Sam holds a Master of Science in Forensic and Legal Psychology.

### Testimonial:

“The 2 day course was a fantastic entry into the coaching world. It was full of practical "how to's" with enough theory and models to satisfy my desire for knowledge. Being able to practice each of the skills and to have a full session on the final day meant that by the end we were well on the way to having some real-life coaching experience. I would recommend this course to anyone that is searching for a way into this exciting field.”

*Mel Cash, QED Services*

### Course overview:

- **Introduction**  
Evidence for coaching  
What is coaching?
- **Coaching Self Assessment**  
Reflection on personal motivation and skills to coach and use of a Coaching Skills Self Assessment tool.
- **How people learn**  
Identification of the key principles of adult learning and how these are applied in coaching intervention
- **Foundation Coaching Skills**  
Each of the following topics will be introduced then practiced:
  - Establishing rapport
  - Listening
  - Using instinct to understand
  - Questioning
  - Giving feedback
  - Agreeing actions
  - Review and celebration
- **Coaching Sessions and plans**  
Introduction to a typical framework for a coaching session  
Drawing up a coaching plan  
Participants will practise a full coaching session and draw up a coaching plan
- **Keeping up the momentum**  
Tips and techniques for motivating coachees to sustain progress towards the agreed goals
- **Emotional Intelligence**  
Definitions and key elements  
EI in the workplace  
Use of an EI Self Assessment tool
- **Creating and sustaining a coaching culture**  
Manager as coach  
Introducing a coaching culture  
The critical elements of a coaching culture  
Team and leadership coaching
- **Professionalisation of coaching**  
Expectations from the coaching profession and the business world  
Professional development, practice and ethics

**When:** Friday 20 - Saturday 21 August

**Where:** AUT Manukau Campus, Building MB Room MB317, 640 Great South Road

**Cost:** \$350 (plus gst)

**Bring:** Pen and paper (catered, lunch provided)

**Register:** Register attendance and dietary requirements with Tamara Sallis (tamara.sallis@aut.ac.nz; ph: 921 9542)