Coaching for Managers

Start date  3rd February 2018  Time  10.00am – 4.45pm

Venue  Madingley Hall
       Madingley
       Cambridge

Tutor  Sally Bernham  Course code  1718NDX022

Director of Programmes  Emma Jennings

For further information on this course, please contact
Public Programme Coordinator, Clare Kerr
clare.kerr@ice.cam.ac.uk or 01223 746237

To book  See:  www.ice.cam.ac.uk  or telephone 01223 746262

Tutor biography

Course Director of the Coaching Certificate and Tutor on the Coaching Diploma, Sally Bernham is an experienced, professionally qualified executive coach, coach trainer and coach supervisor. She is a member of the European Coaching and Mentoring Council, Association for Coaching, Chartered Institute of Leadership and Management, Institute of Leadership and Management, and International Forum for Action Learning. Sally runs her own leadership development consultancy with a diverse client base and extensive experience in the university sector coaching senior leaders and leadership teams. She runs accredited coach training programmes and training to develop managers’ coaching skills as well as supporting organisations to embed good coaching practice and create a coaching culture. Sally has a particular interest in the impact created by leadership style and how that can be explored and enhanced through developing emotional intelligence and resilience, mobilising strengths and understanding change processes for sustainable leadership and high performance.
Course programme

09:30 Terrace bar open for pre-course tea/coffee

10:00 – 11:15 **What is a Coaching style of Management?** Comparing coaching with other styles of management and exploring different management strategies. Introduction to the programme and students' aims and experience of coaching

11:15 Coffee

11:45 – 13:00 **The GROW model** Introduction to a framework for structuring coaching conversations. Coaching demonstration and review.

13:00 Lunch

14:00 – 15:15 **Coaching skills.** Exploration of rapport, empathy, non-verbal communication, listening and questioning

15:15 Tea

15:30 – 16:45 **Coaching practice.** An opportunity to apply the learning and practice coaching and give feedback. Personal action planning to apply coaching back at work

16:45 Day-school ends
Course syllabus

Aims:

This introductory, practical short course will provide:

- an introduction to a coaching style of management and the GROW model
- insight into practical coaching skills and techniques
- opportunities to observe, receive and practice coaching conversations
- ideas for taking coaching back into the workplace

Content:

This short course will introduce managers to a coaching approach and a range of coaching techniques to support and develop their team members to raise confidence, motivation and engagement and enhance performance. Students are encouraged in a confidential environment to share their own experiences of coaching and reflect on how the challenges and opportunities they face may be met through coaching as a way of getting the best from the team.

Presentation of the course:

The workshop will be practical and experiential providing opportunity for discussion and reflection on concepts and models presented and their application to the challenges and opportunities managers experience; opportunities to practice and receive feedback on coaching skills and have coaching conversations relevant to their roles as managers.

As a result of the course, within the constraints of the time available, students should be able to:

- Define a coaching management style and its potential for enhancing workplace motivation, engagement and performance
- Understand a simple framework for structuring coaching conversations
- Appreciate the skills of coaching
- Take the learning back to their workplace
Reading and resources list

Listed below are a number of texts that might be of interest for future reference, but do not need to be bought or consulted for the course.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th>Publisher and date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allamby, D</td>
<td>The Manager’s Coaching Toolkit</td>
<td>Prentice Hall, 2006</td>
</tr>
<tr>
<td>Arnold, J.</td>
<td>Coaching Skills for Leaders in the Workplace</td>
<td>How To Content 2009</td>
</tr>
<tr>
<td>Graves, G.</td>
<td>Coaching with Impact at Work</td>
<td>Rethink Press, 2015</td>
</tr>
<tr>
<td>Mackintosh, A.</td>
<td>The Successful Coaching Manager</td>
<td>Troubador Publishing, 2003</td>
</tr>
<tr>
<td>Stanier, MB</td>
<td>The Coaching Habit</td>
<td>Box of Crayons, 2016</td>
</tr>
</tbody>
</table>

Additional information

Venue

Details of how to find Madingley Hall can be found on our website: http://www.ice.cam.ac.uk/who-we-are/how-to-find-the-institute

Refreshments

Tea and coffee and lunch will be provided. If you have any specific dietary requirements or allergies and have not already advised us, please inform our Admissions Team on ice.admissions@ice.cam.ac.uk or +44 (0)1223 746262.

Note Students of the Institute of Continuing Education are entitled to 20% discount on books published by Cambridge University Press (CUP) which are purchased at the Press bookshop, 1 Trinity Street, Cambridge (Mon-Sat 9am – 5:30pm, Sun 11am – 5pm). A letter or email confirming acceptance on to a current Institute course should be taken as evidence of enrolment.

Information correct as of: 17 October 2017