

COACHING – FOR YOURSELF & OTHERS

Coaching is not about past mistakes, but about future opportunities! Committed, independent and knowledgeable co-workers are a prerequisite for success in the work of tomorrow. This course is aimed at personnel specialists, managers, supervisors or employees who want to work with their colleagues in a coaching manner. Coaching functions as an aid to self-help. As a coach, you work as a guide, and help your co-workers to find solutions themselves. With the help of coaching the self-knowledge of your co-workers and your group increases, making both the individual and the group work better.

The course comprises three days of teaching and you learn a methodology that enables you to coach others and yourself to achieve your objectives effectively. The main elements are listening, asking questions, giving feedback, and following up. Many practical segments are included in which the participants get the opportunity to practice using a structured approach, to facilitate coaching back at work.

COURSE CONTENTS

- ▶ What is coaching?
- ▶ The purpose and value of coaching
- ▶ Coaching as an attitude
- ▶ Communication and coaching
- ▶ Coaching in practice
- ▶ A structured approach to coaching
- ▶ Listening, asking questions, and giving feedback

SCOPE

The course covers 3 days of teaching 09.00-16.00 (the first day, however, starts at 10.00).

FEES

FÖRETAGS
EKONOMISKA

INSTITUTET

'88'

fei.se

COURSE DATES
Go to www.fei.se

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