



Public Training/Workshop#

THE SCIENCE & ART OF COACHING FOR MANAGERS

(TO ENABLING THE STAFF TO ACHIEVE THEIR POTENTIAL)

"The Art Of Adventure For Lifelong Learning "

INTRODUCTION :

Today's highly competitive business environment demands that individuals and the companies that employ them perform at higher levels and with greater speed than at any other time. Organization leaders and members alike must place a new emphasis on learning, harnessing individual and collective creativity. This will acquire a new type of workplace relationship. Coaching provides both a technology and a process for the new workplace relationship. It is about boosting staff and organizational performance by creating an environment that encourages active participation in learning and growth.

OBJECTIVE :

- Identify the role of the coach in developing people
- Complete supervisory style surveys to determine what kind of leader you are.
- Choose and develop a leadership style best suited to you and your organization.
- Discover techniques for responding to the individual motivations of your staff.
- Gain more from yourself, your employees and your organization.
- Learn essential management skills, from team-building to goal setting.
- Demonstrate effective use of the GROW model of coaching
- Provide effective performance feedback
- Translate what you learn into action.

DATE:

Please refer to our

WEBSITE

DURATION:

2 days (9am - 5pm)

MEDIUM:

English & B. Malaysia

VENUE:

METHODOLOGY :

To achieve these aims, the training course provides attendees with interactive lectures, workshops, case studies and a range of highly participative activities that vividly demonstrate the key learning points. The participants develop personal action plans at the end of the training course. These plans focus on actual situations that will require them to implement the key learning points.



COURSE CONTENT

Day One :

Module : Start with the End in Mind

- Setting the Goals and Expectations
- Ice Breakers & Energisers

Module One : Being a Coach

- Introduction to Coaching
- The spirit and practice of coaching
- The relationship between coaching and mentoring
- The benefits of coaching to: the organisation, the coachee and the coach
- Crucial success factors in coaching
- Creating a symbiotic relationship between organizational and individual performance

Module Two : Coaching: The critical cornerstone of leadership

- The positive effect on the bottom line
- Reaping the emotional rewards of achievement
- Benchmarking coaching attitudes and skills
- Experiencing "magnificence"

Module Three : Know Thyself First Before Coaching Others : Personal Coaching Styles Inventory

- Brief about Personal Styles Inventory
- Profiling your personal behavior patterns
- The Director Style
- The Presenter Style
- The Mediator Style
- The Strategist Style
- Exploring Your Own Style
- Coaching the Different Style
- Exercise : Coaching the Different Types



Day Two :

Energizers : A Beautiful Day

Module Four : The GROW model

- Creating a learning environment
- GROW in Coaching
- Demonstrating the art of high-quality listening
- Asking structured questions
- Sharing perceptions
- Exercise : Structuring GROW Questions

Module Five : Honing Your Coaching Skill Set

- Leveraging coaching language techniques
 - ◇ Utilizing the questioning technique
 - ◇ The use of silence
 - ◇ Reinforcement
 - ◇ Redirecting
 - ◇ Reframing
 - ◇ Coaching language patterns
 - ◇ Clarifying goals
 - ◇ Solving problems
 - ◇ Overcoming limiting beliefs
 - ◇ Exercise :Role play and practice on Reframing

Module Six : Motivational Coaching to Retain the GEMS

- The passion of the coach
- Instilling passion and commitment in others
- Optimizing individuality and uniqueness
- Understanding the different generations
- Co-achieving through mutual support and learning

Module : Application & Summary

- Review and Reflect on Day's Achievements
- Evaluate the experience and plan for using the skills on the job
- Personal Action Plans and Commitment

Who Should Attend?:

- All managers and employees who perform a coaching role within the organization



Program Schedule :

Registration	: 8.30am
Morning session	: 9.00am - 10.30am
Morning Tea	: 10.30am - 10.45am
Lunch	: 1.00pm - 2.00pm
Afternoon session	: 2.00pm - 3.30pm
Afternoon Tea	: 3.30pm - 3.45pm
End	: 5.00pm



COURSE LEADER

SHAHRILL A.J

He has understood the importance of facilitating people's involvement and applied his field-based principles to a variety of situations. His procedural model for debriefing provides a powerful tool for personal mastery and learning organizations. As a curious designer of games and experiential activities, he has facilitated groups and trained other people to do the same. Shahrill conducts his training in Kuala Lumpur, Jakarta, India and New Zealand. His next 3 years plan is to have representatives in Vietnam, Middle East, Brunei and possibly East Africa. He holds the following qualifications:

- MBA (USA)
- BSc(Hons) (Sports Science, UK)
- Diploma in PE (CPE, Singapore)
- Master Trainer – Master Trainer Institute, USA
- Certified Behavioral Consultant Certification Institute of Motivational Living, USA
- Professional Stress Management Consultant Certification (International Association of Councilors and Therapists (IACT), USA)
- Certified TetraMap Profiling (2003, 2006)
- Certified NLP Practitioner
- Certification in Adventure and Experiential Learning (Course and Curriculum Design) – Project Adventure, USA
- Certification in Adventure and Experiential Learning (Course and Curriculum Design, UK)
- Certification in Creative Training Techniques (Bob Pike's Creative Training Techniques, USA)

IN-HOUSE TRAINING

Do you have 5 staff and above with similar training requirements? ASL Training offers **In-House training programmes** specially designed to meet the particular needs of the client's / organizations.

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Do you have 5 STAFF and above with similar training requirements?

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Registration Form

THE SCIENCE & ART OF COACHING FOR MANAGERS

DATE: Refer to our WEBSITE. | **VENUE:**

PLEASE COMPLETE THIS FORM AND EMAIL / FAX TO US EMAIL :

icare@asl-solutions.com ; shafi@asl-solutions.com

FAX : +603-5548 0024 ; TEL: +603-5542 0023 (HuntingLine)

PARTICIPATION FOR TWO DAYS WORKSHOP

PROMOTION AVAILABLE

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PARTICIPANT'S NAME :

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Email: _____

Name : _____

Position: _____ Dept: _____

DL : _____ HP: _____

Company Name: _____

Address _____

City: _____ Postcode: _____

Tel : _____ Fax: _____

Co. ID: _____ GST No: _____

***If you have a Certificate of GST Relief (CoGSTR), please attach along with this form.**

(Authorization (Signatory must be authorized on behalf of the company)

Name: _____

Position: _____ Department : _____

DL: _____ Email : _____

Signature: _____ Date: _____

This booking is invalid without a signature & company stamp.

TERMS & CONDITIONS:

1. Workshop Fee is not inclusive of accommodation and transportation
2. Fees are inclusive of program materials and refreshments.
3. Payment Terms - Following completion and return of the registration form, full payment is required within Ten (10) working days upon the issuance of invoice or a letter of undertaking(LOU) .Payment or LOU must be received prior to the conference/ training date. A receipt will be issued on payment. Due to limited conference/ training seats, we advise early registration to avoid disappointment.

4.CLIENT'S CANCELLATION/SUBSTITUTION

Client's cancellation must be received in writing by MAIL or FAX two (2) weeks prior to the event in. All bookings carry a 50% cancellation liability should the notice given is less than two(2) weeks. and 100% cancellation liability 7-days prior to the event Non-payment or non- attendance does not constitute cancellation. (However, complete set of documentation will be sent to you. Substitutions are welcomed at any time. All cancellations of registration must be made in writing)

5. If, for any unexpected circumstances or reasons that ASL Group decides to postpone this event, the client hereby indemnifies and holds ASL Group harmless from any cost incurred in by the client. The event fee's will be refunded,

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6. Copyright etc. - All Intellectual Property rights in all materials produced or distributed by group in connection with this event is expressly reserved and any unauthorized duplication, publication or distribution is strictly prohibited.

7. Important note: In the event that if ASL Group permanently cancels the event for any reason whatsoever, (Including, but not limited to any force majeure occurrence) and provided that the event is not postponed to a later date nor is merged with another event, the client shall receive a refund for the amount that the Client has paid to such permanently cancelled event.

8. All Payment should Be Made to :

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