

COACHING SKILLS FOR TEAM LEADERS & FIRST LINE MANAGERS



Who Is The Programme For?

Coaching, as part of a leadership skill set, enables managers to draw out the highest levels of performance, discretionary effort and confidence from their teams. The programme is aimed at aspiring managers, who have no prior coaching experience, and who are currently team leaders, supervisors or first line managers. It will provide them with the confidence, skills and knowledge to coach and develop their teams. Delegates will require access to at least one employee who will become their coachee for the practical work-based coaching practice.

Assessment, Evaluation and Follow-Through

Informal assessment and in-depth feedback is given during the workshops. Formal assessment is conducted to ensure that the level of work meets the agreed ILM national standard. This consists of:

- Six hours of practical work-based coaching practice which is assessed through the completion of a Coaching Diary
- Completion of a 2,000 word coaching assignment



Helps organisations develop the leadership style of their team leaders and first line managers.

Why Should You Consider This Programme?

The Coaching Skills for Team Leaders and First Line Managers programme will quickly develop the leadership style of your managers and team leaders so that they are able to engage and empower their teams. The skills learnt are immediately applied in the workplace and aligned with your business drivers so that you will be able to see fast and sustainable performance improvement.

The course is accredited by the Institute of Leadership and Management (ILM) to Level 3 and delivered in partnership with Angus McLeod Associates, one of the UK's leading providers of business coaching and coach training.

The Programme – Outline of Modules

The five workshops aim to develop 25 core coaching skills across the following modular format:

- Day One** Understanding Coaching and its Benefits
- Day Two** Developing Coaching Skills
- Day Three** Understanding the Learner
- Day Four** Goal Setting and Refining Coaching Skills
- Day Five** Expanding your Coaching Techniques

Delivery is flexible and uses accelerated learning, neurolinguistic programming and techniques drawn from emotional intelligence to tap into participants' multiple levels of intelligence.

Upon completion of the course, delegates will be awarded the ILM Level 3 Award in Coaching and Mentoring, with the option of working towards the ILM Certificate and/or Diploma, by completing further units (details available on request).

How Does The Programme Work?

The programme has been designed to be as flexible as possible around your business needs, and can be tailored to individual company requirements. It consists of five one-day modules which are run over a period of six months; training is delivered in small groups, either in your workplace or at a convenient local venue.

Each workshop follows a structure and process that you would expect from ILM standards whilst combining practical hands-on learning with participative coaching sessions. Group learning is facilitated by highly experienced and qualified tutors.

The Level 3 Award is awarded on satisfactory completion of all modules, with accompanying assignments.

About Angus McLeod Associates

This coaching programme has been designed and is delivered by Angus McLeod Associates, a highly reputed coaching and training organisation. The course tutors and facilitators are:

- Dr Angus McLeod – a trained counsellor, coach and facilitator, who has written three books on coaching, and designs and runs highly successful executive and business coaching programmes for blue chip organisations.
- Sue Noble – Sue has designed and delivered a vast range of management, coaching and communication courses and workshops for both large and small organisations.

The Skills Academy's unique Learning Engine integrates the five critical phases of the learning cycle: analysis; preparation; delivery; follow-through and evaluation. This facilitates a fully-integrated, systematic approach to work-based learning, customises learning, maximises economic benefit, and encourages continued learning.



Assured Excellence

The National Skills Academy for Manufacturing (the Skills Academy) is a beacon of security for employers. All providers delivering the Skills Academy's products have successfully completed a thorough validation process, proving their competence to deliver world-class subject knowledge through leading-edge training and techniques tailored to the manufacturing sector. This ensures they deliver the best content in the most powerful and cost-effective way possible, so that programme members receive the best value training to world-class standards.