COACHING DEVELOPMENT PROGRAMME

MODULE CO-ORDINATOR
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OVERVIEW

The objective of the module is the design and development of a coaching course aimed at managers and directors of RI and CF in order to acquire the necessary skills to enable them to handle the methodology of coaching with efficiency and scientific rigour for their personal and professional application. Through the knowledge and mastery of coaching tools, to experience coaching in first person to accompany others to achieve their own objectives.
Coaching is crucial to sustain the capacity of IR managers to effectively implement the new management skills of RI managers, rather than seeking the support of external certified consultants which would not be financially sustainable for most IRs

CONTENT

This programme is created with the purpose of providing an innovative methodology to people who are dedicated to the development of talent or to professionals who wish to incorporate it into their day-to-day work, adding value to the work they already do. It is developed as a training applicable to personal and professional life. The coaching process is studied with the neuroscientific basis of human resilience. Participants in the course will acquire the coaching skills and competencies that will be fostered in the course, and will be able to offer their organisations their services as coaches with rigour and professionalism. We spend much of our time and effort in training ourselves to know and know how to do, but nobody teaches us to be happier, to communicate assertively, to work more efficiently and happily in a team. We may have a lot of knowledge in multiple disciplines but most of the time we lack the ability to know how to pilot our lives with skill to know how to get to the right place. Therefore, the ability to know how to be is essential. Dedicating the necessary resources to achieve this is the smartest way to give ourselves the opportunity to enjoy and be centred in life.

LEARNING OBJECTIVES

By attending this course, Learners will develop the skills:

- acquiring coaching skills to be applied personally and professionally.
- knowledge of techniques for intelligent communication.
- Managing the methodology to be able to hold a coaching session
- Knowledge and control of the coaching tools
- To have clarity and methodology to be able to make the right decisions.
- Manage personal and work-related conflicts in a constructive way.
- Learning how to foster creative thinking and overcome limiting beliefs.
- Improve self-esteem, and assertiveness and develop more intelligent communication.
- knowing how to formulate achievable objectives, build an action plan and accompany the process to achieve the goals.
- Knowing how to formulate powerful questions that clarify and move to improvement and action.

LEARNING OUTCOMES

The module is designed to provide the Learners with:

GENERAL OBJECTIVE:

To know the coaching methodology in order to apply it efficiently with work teams and people in charge.

SECONDARY OBJECTIVES:

To manage the emotional part of the conversation in order to strengthen interpersonal relationships by practicing the necessary resources to establish empathy, promote trust and listen in depth to the interlocutor.

Learning the coaching methodology to design meaningful and achievable research and work objectives.

Overcome challenges with resilience and motivation.

Construct powerful questions that promote creative thinking and innovation.

Practice coaching resources to draw up efficient action plans.

LEARNING MODEL

THE METHODOLOGY IS EMINENTLY PRACTICAL AND WILL USE THE RESOURCES OF "LEARNING BY DOING", "LEARNING BY PLAYING" AND CROWD LEARNING

PARTICIPANTS WILL HAVE A THEORETICAL FRAMEWORK WITH DOCUMENTS TO READ AND SYNCHRONOUS ONLINE MASTERCLASSES TO DISCUSS PROGRESS, REVIEW THE RESULTS OF THEIR WORK IMPLEMENTATION, AND DEEPEN THE TOPICS COVERED IN THE CLASSROOM.

ASSESSMENT

THE EVALUATION OF THE PROGRAM WILL BE DONE BY THE PARTICIPATION OF THE PARTICIPANTS IN EACH OF THE MODULES, THE PRESENTATION OF THEIR FEEDBACK ON WHAT THEY HAVE LEARNED IN THE MODULE ITSELF, AND AT THE END OF THE PROGRAM THE FINAL FEEDBACK OF ONE OF THEIR PRACTICES IN THE APPLICATION OF THE COACHING METHODOLOGY.

DURING THE MONTHS OF THE PROGRAM, THE PARTICIPANT PRACTICES WHAT HE/SHE LEARNS AND REFLECTS ON THE RESULTS TO CONTINUE LEARNING FROM THE OUTCOME, WHETHER IT HAS BEEN A SUCCESS OR NOT.

PROGRAMME STRUCTURE

10 days before the course starts there will be an introduction session which will be structured as follows:

INTRODUCTION
• Program presentation, objectives, methodology, and development. • What they will have achieved by the end of the course • Contextualisation: Revolution 4.0 • What´s coaching and What´s not? • How coaching is applied • Recommended Readings prior to presential training • Opening Module I at the elearning platform (reading, videos, didactic material, etc)

The program is structured in 3 stages.

1.- MODULE I. PRIOR LIDER COACH PREPARATION

In the first stage, the basics of human growth will be addressed from the basis of neuroscience and resilience: how to be an architect of my brain and how to apply the functioning of my brain in self-discovery and personal growth. Participants are trained in the preconditions, competencies, and attitudes they need to have as coaches.
key learning outcomes

MODULE I   1
• Basic notions of how the brain and the mind work and how to enhance them to develop one's own and others' talents • Biases and their influence on the way we perceive reality, and consequences. Tools for self-improvement. Practices • A healthy ego, development. Difficulties and challenges (Practical) • Coach leader competencies: knowing, knowing how to do, and knowing how to be • Values of the coach leader • Mission and personal life project of the coach leader • Ethics in the performance of coaching at work. Exemplarity of the leader. Introduction to creative thinking • Verbal and non-verbal communication

KEY LEARNINGS OUTCOMES

● Trained in non-judgmental competence
● Acceptance of self and others. Humility

- Self-control: stop and think
- Gain in resilience
- Emotional management
- Empathy

2.- MODULE II. COACHING CONVERSATION: EMOTIONAL PART

The coaching process will be deepened in the second phase of the program. Tools for assertive and intelligent communication. It focuses on handling the rational and emotional part of the coaching conversation with all the required resources and distinctions. Further work will be done on the competencies and skills that a coach needs.

KEY LEARNINGS OUTCOMES

- KNOWLEDGE ABOUT VERBAL AND NON-VERBAL COMMUNICATION

- INTELLIGENT COMMUNICATION TECHNIQUE

- COMMUNICATION TECHNIQUES WITH COACHING TOOLS

- PERSONAL GROWTH AND EMPATHY FOR COMMUNICATION

- CREATING CONTEXT AND OBSERVATION AS A FRAMEWORK FOR CONVERSATION

- RAPPORT

- DEEP LISTENING

- POWERFUL QUESTIONS

- MIRRORING

- REFRAMING

- FEEDBACK

3.- MODULE III. COACHING SESSION: RATIONAL PART

THE THIRD STAGE OF THE PROGRAM IS DEDICATED SPECIFICALLY TO THE PRACTICE OF COACHING IN REAL PROCESSES, WITH REAL OBJECTIVES. THE AIM IS TO INTEGRATE WHAT HAS BEEN LEARNED AND PRACTICED IN THE CLASSES AND ENRICH IT WITH THE COACHING TOOLS PROVIDED. THIS PRACTICE STRENGTHENS THE COACH'S STRATEGIC SKILLS AND THE RELATIONSHIP WITH THE COACHEE.

- COGNITIVE AND EMOTIONAL BRAIN AND STRESS MANAGEMENT

- SELF-MOTIVATION, JOY, AND SELF-ESTEEM

- CONFIDENCE BUILDING

- DEEP AND EMPATHIC LISTENING

- RESILIENCE

- META-LEARNING AND FEEDBACK

- HOW TO FOCUS A COACHING CONVERSATION: ISSUE, REALITY, OBJECTIVE, POWERFUL QUESTIONS, AND ACTION PLAN

KEY LEARNING OUTCOMES

TO BE ABLE TO CARRY OUT A COACHING CONVERSATION BY CONSIDERING THE FIVE BASIC STEPS OF A COACHING CONVERSATION SUCH AS:

- SUBJECT (EMPATHIZE)

- OBJECTIVE (DREAMING)

- REALITY (EXPLORE)

- OPTIONS(GENERATE)

- ACTION PLAN AND COMMITMENT (CONCRETIZE)

AFTER MODULES II AND III ARE FINISHED, THERE WILL BE SEVERAL CLASSES OF CONCEPT DEEPENING AND PRACTICE TO INTEGRATE ALL THAT HAS BEEN PRACTISED IN THE IN-SITE MODULES, WHERE EXPERIENCES, DOUBTS, ETC. WILL BE SHARED.