



Grow Development Solutions

An Introduction to Effective Coaching & Facilitation
(Endorsed by The Institute of Leadership & Management)



This is an in-house developed and '*Institute Approved*' programme. This programme will equip you with a clear framework and practical strategies to coach individuals and teams and utilise a range of facilitation tools and techniques with groups and teams in the workplace.

Participants on this programme will *engage in practical activities*, enabling them to apply their learning and practise their coaching and facilitation skills.

This programme is designed for those who want to gain a basic understanding of using coaching skills and learn about tools and approaches for facilitating group and team sessions, or meetings in the workplace. If you are required to facilitate meetings, workshops and you would like to gain some ideas and practical tools to do this more effectively and more confidently, then this is the course for you!

Programme Content & Structure

Our *online programme* is delivered over a series of *three online workshops*. An overview of the specific topics and content to be included are below. All our workshops include peer to peer coaching and 'facilitate this' activities, allowing you to put your learning and skills into practice!

Session 1:

- Coaching versus Mentoring
- How facilitation differs to coaching
- Basic coaching skills
- An introduction to coaching models
- Peer to peer 'speed coaching activity'

Session 2:

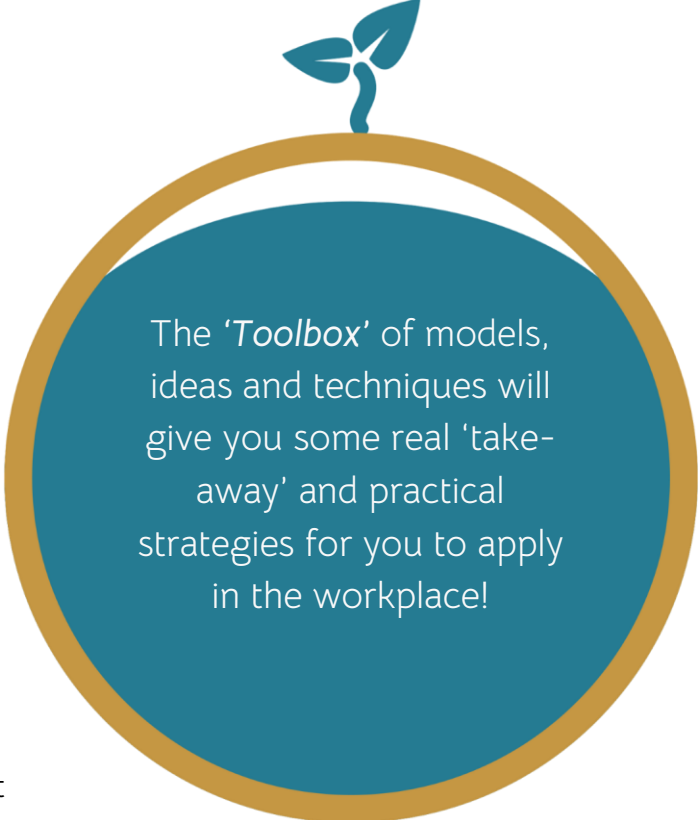
- Coaching tools
- Facilitating team coaching sessions (structure and models to use)
- Different facilitation methods and approaches
- Facilitation skills
- Applying facilitation techniques in short practical activities

Session 3:

- Facilitation tools and approaches
- Overcoming challenges when facilitating a session
- Approaches to provide effective feedback and confidently challenge others
- Applying facilitation techniques in short practical activities

What Participants CAN EXPECT

- ✦ To be challenged, have some fun, learn a lot and engage in thought-provoking learning opportunities!
- ✦ Small group sizes, between 6-12 participants
- ✦ Training and support from qualified and highly experienced practicing facilitators and coaches
- ✦ Peer to peer coaching
- ✦ Practical 'facilitate this' activities to allow you to apply your learning during the workshops
- ✦ Workbooks for all training workshops, which provide you with a 'toolbox' of models, ideas, and techniques to utilise when coaching and facilitating
- ✦ Includes on-programme feedback
- ✦ No formal assessments
- ✦ Endorsed by (Certificate on completion) The Institute of Leadership & Management
- ✦ A minimum of 12 months membership of The Institute of Leadership & Management



The '*Toolbox*' of models, ideas and techniques will give you some real 'take-away' and practical strategies for you to apply in the workplace!

WHAT PREVIOUS PARTICIPANTS HAVE SAID ABOUT OUR PROGRAMMES

"I want to thank you for delivering a first class programme that has given me the opportunity to develop my ability as a coach by raising my knowledge and skills and perhaps most significantly for me, has boosted my personal confidence in my day to day work".

"I just want to thank you for your time on this course, I will be using this for the rest of my career as I have learned a lot from my time with you."

"Thank you for your help and support on this course. It has been a brilliant experience!"



Daytime Online Course:

- ✈ 20th January 2021 @ 09.30-13.30
- ✈ 21st January 2021 @ 09.30-13.30
- ✈ 26th January 2021 @ 09.30-13.30

Please note that all online workshops are 'live' sessions and participants are expected to attend all/as many sessions as possible.

If, however you are unable to attend a session, all sessions are recorded and available for viewing after each workshop, along with any on-screen activities.

Course Fees & How to Enrol

Online Course: £330.00, includes VAT

EARLY-BIRD FEES (For bookings confirmed and paid for by 21st December 2020): £295.00, includes VAT

Fees are fully inclusive of all ILM registration fees, training delivery, course workbooks and certification.

Payment Terms

For online courses, full fees must be paid at least **7 calendar days** before the course start date.

If your employer is paying for the course, you should provide a purchase order number at the time of booking and fees are expected to be paid in full before the course start date.

How to Enrol

To enrol onto this course you will need to complete our online enrolment form, a link can be obtained from our enquiries team, please email:

enquiries@growdevelopmentsolutions.com, or click on the 'Reserve Your Place' link on our website and you will be contacted via email to enrol online. Once your enrolment form is completed, details regarding payment will be issued.

We hope to welcome you onto our programme soon!