



Course: Leadership and Coaching for Professionals

Guided Learning Hours: 6

Pre-requisite: None

Target Group

This course is geared towards anyone wishing to improve his/her managerial and coaching skills.

Objectives

By the end of the program, participants will be able to:

- Identify the four functions of management
- Recognize the authority, accountability and responsibility involved in management
- Identify the critical skills all managers need and key concepts involved in the management of Human Resources and Human Capital
- Comprehend the coaching concept, and the knowledge, skills and abilities required to effect successful coaching

Course Outline

Welcome:

- Introduction of participants, expectation setting session, declaration of the purpose of the session

The four functions of management:

- Planning, Organizing, Controlling and Directing

With great power comes great responsibility:

- Authority, accountability and responsibility in Management

Critical skills for Managers:

- Competencies every manager needs inclusive of coaching, counselling, mentoring, time management, competencies, problem solving, and critical thinking

What is coaching, why do it and how to do it:

- Definition of the coaching process
- How does coaching add value to the organization?
- Why a manager is well placed to coach
- Critical coaching competencies inclusive of listening, observing, analyzing, giving feedback

Review & Closure:

- Reflections – the one concept/notion I will take with me to apply to my work