

Coaching & Mentoring Skills for Councils




Course programme

For further information, please contact training@apse.org.uk

09:45 - 10:00

REGISTRATION



UNIT 1: Coaching and staff development - who really benefits?

-  Defining coaching
-  Differentiating between training, coaching, and mentoring
-  Coaching and mentoring in a virtual environment

10:30 - 10:45

COMFORT BREAK




UNIT 2: Skills requirements of a coach

-  Understanding the coaching process for your service sector
-  Giving feedback and having difficult conversations

12:30 - 13:00

LUNCH




UNIT 3: How adults learn

-  Retention, learning styles and stages of learning.
-  Distance learning- the virtual learning environment
-  Role play/team challenge

14:30 - 14:45

COMFORT BREAK

UNIT 4: Putting it in to practice.

-  Active listening and body language
-  Motivation and support
-  Managing the transition - planning next steps

15:45 - 16:00

PLENARY, FEEDBACK AND CLOSE