

An introduction to coaching

Date	8 April 2017	Time	10.00am – 4.45pm
Venue	Madingley Hall Madingley Cambridge		
Tutor	Dorothy Foote	Course code	1617NDX036

Director of Programmes Emma Jennings

For further information on this course, please contact Clare Kerr, Public Programmes Coordinator
01223 746237 clare.kerr@ice.cam.ac.uk

To book See: www.ice.cam.ac.uk or telephone 01223 746262

Tutor biographies

Dorothy Foote is currently the Course Director for ICE's undergraduate Diploma in Coaching course. She is an ILM qualified coach with fifteen years experience of coaching at management and executive level. She is a member of the European Coaching and Mentoring Council, associate member of the Association for Coaching, a Fellow of the Chartered Institute of Personnel and Development and has a Master's Degree in European HRM and Industrial Relations. Dorothy runs her own consultancy specialising in leadership development focusing specifically on supporting managers in transition from professional/technical roles into leadership in public and private sector organisations. Her work with managers and leaders supports the development of competence through coaching and work based experiential learning.

Programme:

09:30	Terrace bar open for pre-course tea/ coffee
10:00 – 11.15	What is Coaching? <i>Principles & Contexts Impact – how can/might coaching help me? Exploration of delegate goals for and expectations of coaching</i>
11.15	Coffee
11:45 – 13:00	Coaching in Practice <i>Models of coaching practice. Skills of coaching – the power of questions, building rapport, listening. Delegate coaching practice</i>
13:00	Lunch
14:00 – 15:15	Coaching Tools – <i>exploring a range of practical coaching tools and their application</i>
15:15	Tea
15:30 – 16:45	Coaching Practice – <i>applying learning from the day and giving and receiving feedback. Personal Action Planning</i>
16:45	Day school ends

Course syllabus

Aims:

This course aims to provide:

- An introduction to coaching as an approach to developing people
- An understanding of the nature and practice of coaching
- An opportunity to experience and practice key coaching skills

Content:

Coaching is an increasingly popular and widely used approach to developing people in their working and personal lives. The workshops will cover what coaching is as an approach, creating a coaching relationship, building rapport, demonstrating empathy, setting clear goals, asking great questions, actively listening, establishing accountability and providing feedback. Delegates will be provided with some tools and templates to try.

Presentation of the course:

This will be a highly interactive course and delegates will be expected to share experiences in discussions and take part in practical role play and scenario based activities. The focus will be on organisational and life coaching scenarios rather than sports coaching.

As a result of the course, within the constraints of the time available, students should be able to:

- Understand and explain what coaching is as an approach to people development
- Apply key skills and techniques of coaching in their own people interactions
- Understand and apply a simple structure for coaching conversations

Reading and resources list

Listed below are a number of texts that might be of interest for future reference, but do not need to be bought (or consulted) for the course.

Author	Title	Publisher and date
Whitmore, J.	Coaching for Performance	Nicholas Brealey 2009
Sarr, J.	The Coaching Manual	Pearson 2010

N.B. there are many good coaching books out there covering business and life coaching. Delegates are encouraged to search, select and read any of these that take their interest.

Additional information

Venue

Details of how to find Madingley Hall can be found on our website:

<http://www.ice.cam.ac.uk/who-we-are/how-to-find-the-institute>

Refreshments

Tea and coffee and lunch will be provided. If you have any specific dietary requirements or allergies and have not already advised us, please inform our Admissions Team on ice.admissions@ice.cam.ac.uk or +44 (0)1223 746262.

Note Students of the Institute of Continuing Education are entitled to 20% discount on books published by Cambridge University Press (CUP) which are purchased at the Press bookshop, 1 Trinity Street, Cambridge (Mon-Sat 9am – 5:30pm, Sun 11am – 5pm). A letter or email confirming acceptance on to a current Institute course should be taken as evidence of enrolment.

Information correct as of: 02 November 2016