

## COFFEE BREAK COACHING

**Duration:** ½ day (pm)

**Workshop introduction:**

What is 'Coffee Break Coaching'? - This workshop is suitable for anyone responsible for coaching others. It will highlight the importance of coaching 'on the job' and the value of using a technique that utilises short, sharp but highly attentive sessions throughout the day rather than taking huge amounts of time with the coachee and overloading them with information and feedback. It will provide delegates with the tools and confidence to be able to coach their colleagues effectively in this manner providing continuous progression and development. Delegates will leave the course having the skill and confidence to apply this technique using bite-sized chunks as a first class coach. They will still choose the most appropriate method of learning for their coachee and implement regular development with maximum impact.

**Core behaviours developed during this workshop include:**

- Identify personal needs and key areas to develop
- Becoming a skilled coach using short, sharp sessions
- Give constructive feedback and develop relationships
- Understand learning styles
- Display an empowering style of developing others

**Workshop Content:**

**Session One: Defining the style of coaching**

- Welcome, introduction & review personal objectives
- What is 'Coffee Break Coaching'?
  - Identifying your current style, impact and effectiveness
- Learning styles and how to adapt to the coachees needs
- Communication style preference
- Teaching styles
- Using structure to coach ~ G.R.O.W model (Goal/Reality/Options/Will)
- Core coaching skills – Active listening & questioning

**Session Two: Becoming skilled at developing short and valuable sessions**

- How long is too long?
  - Defining the right amount of time to any session
  - How much can be achieved?
- Controlling the session and not getting carried away
  - Time discipline
  - Being succinct and to the point
  - Dealing only with the relevant issue
- Building relationships as a Coach
  - Rapport, judgement and awareness, creating personal impact and credibility
- The principles of constructive feedback
- Coaching environments and reacting quickly
  - Creating the right environment and preparing yourself
- **Training exercises** ~ delegate skills practise throughout the session
  - Individual and group analysis & feedback
- Review personal objectives, summary & close