



ÉLAN COACHING WORKSHOPS

An Introduction to Coaching

Developing Coaching Skills

An Introduction to Emotional Intelligence

Developing Emotionally Intelligent Leadership

Bespoke Workshop Design

'Leadership and learning are indispensable to each other' John F Kennedy



OUR WORKSHOPS

Our workshops have been designed for managers and leaders to introduce and build skills in coaching and emotional intelligence as part of their management and leadership skills. They can also be used as part of wider programmes for embedding a coaching culture and/or leadership development.

We also provide a **bespoke workshop design** service where we can tailor these workshops to suit your particular needs or design one specifically for you.

An Introduction to Coaching	Page 3
Developing Coaching Skills	Page 3
An Introduction to Emotional Intelligence (EQ)	Page 4
Developing Emotionally Intelligent Leadership	Page 4
Bespoke Workshop Design	Page 5

Anna Sheather

01747 830113

07770 621957

anna@elancoaching.co.uk





An Introduction to Coaching

This one day workshop is designed for those who lead/manage staff introducing them to the principles and concepts of coaching as an effective management approach to getting the best out of people. Participants look at and practice basic coaching models and techniques that can be used immediately in the work place.

The aim is for participants to leave the workshop with an understanding of what coaching is and feeling confident in how to use it effectively as a manager.

The workshop includes:

- Exploring what is and is not coaching
- Looking at the principles of coaching and what qualities you need to be a good coach
- Identifying the benefits and uses of coaching in the workplace
- An introduction to the GROW model of coaching
- An opportunity to practice and observe coaching as well as be coached

Each participant is provided with a course book containing the notes in support of the workshop together with a copy of the book **Coaching For Performance** by John Whitmore.

Developing Coaching Skills

This programme is aimed at those who would like to develop coaching skills beyond the basics. It consists of three separate days of practical and experiential learning spread over 6 months, interspersed with coaching practice. Each participant will be provided with a workbook and the book **Coaching For Performance** by John Whitmore.

Day 1 – Introduction to Coaching covering the **GROW** model, coaching techniques and lots of opportunity to practice coaching skills
Coaching – participants will buddy up and practice coaching each other and in the work place before Day 2; supporting each other in their practice

Day 2 – Building Coaching Skills introducing **solutions focused coaching** with opportunities to practice this approach; time to discuss and reflect on their coaching experiences and learn from each other
Coaching – continuing to practice coaching in the work place, buddy coaching and supporting each other in their practice

Day 3 – Embedding Coaching Skills through discussing learning and how to overcome key issues arising; introducing more advanced coaching tools such as **Time to Think** by Nancy Kline, and how to move on with their own coaching skills development.



An Introduction to Emotional Intelligence (EQ)

This one day workshop introduces participants to the principals of EQ and how developing their EQ can bring benefits to them, their teams and the organisation they work for.

The workshop covers:

- What is EQ and why is it important?
- The importance of the relationship between the rational and emotional mind
- The importance of 'positivity' and the impact of negativity
- The five key components of EQ
- Exercises to start to build self awareness
- Tools and techniques to:
 - Manage emotion in ourselves
 - Start to recognise and manage emotion in others
- Time to reflect and put together a personal action plan from the day

The aim of the workshop is to increase participants self awareness, encouraging them to explore the subject further. It is an highly interactive day that creates a positive learning environment. Each participant is provided with a workbook supporting the content of the day together with a reading list for further study.

Developing Emotionally Intelligent Leadership

It is now well known that successful leaders have higher levels of emotional intelligence and that EQ can be learnt. Higher levels of EQ improve a leader's personal and professional impact, leading to more successful outcomes and sustainable delivery.

This programme is designed to help participants develop their emotional intelligence as a leader and use it effectively in the work place. The programme is spread over a year and consists of three one day modules with one to one coaching in between.

Day 1 – Introduction to Emotional Intelligence enabling participants to start to increase their self awareness and put together a personal development plan for developing their EQ skills as a leader

Coaching – Each participant has two coaching sessions between Day 1 and Day 2 with a dedicated coach working with them to develop their EQ

Day 2 – Self- Management – This day provides participants with the opportunity to discuss their insights and discuss their professional and personal impact as leaders; moving them on to tools and techniques to develop self-management, the corner-stone of EQ

Coaching – A further 2 coaching sessions between Day 2 and Day 3



Day 3 – Understanding Others – Again this day provides participants with the opportunity to discuss their insights, challenges and issues; moving participants on to look at how they can understand others more and build empathy, key to developing a flexible management/leadership style to get the best out of people

Coaching – A final 2 sessions is provided after the final day to help participants embed learning and agree how they will continue their development as an emotionally intelligent leader

This programme can also include 360° feedback and Myers Briggs Type Indicator profiles to aid individuals' self-awareness and development.

All participants are given a workbook with notes, exercises and reading lists to support the programme.



BESPOKE WORKSHOP DESIGN

Our clients often ask us to design and run specific workshops to meet their needs. These workshops are designed from scratch and we work with our clients to ensure we deliver their aims and objectives. Recent examples of this type of work are:

Personal & Professional Impact

This two day workshop was designed as part of a leadership development programme for 140 scientists and non-science leaders in a research council. This workshop had to link to other modules that were running in the programme and address specific development issues that had been identified by the organisation.

Leading Through Change Programme

This programme was designed for senior managers involved in the merger of 5 councils to create a new unitary authority. The focus of the Programme was on leading people through change whilst coping with the imposed change themselves. Many participants were adversely affected by the merger.

The programme consisted of two separate development days with participants supported by 6 one to one coaching sessions.



ELAN COACHING WORKSHOPS

For further information on our workshops, design service, group sizes and fees please contact:

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www.elancoaching.co.uk

