

Leadership and
Management Development

PUBLIC WORKSHOP

Workshop Dates

April 7-8, 2010
(Wed-Thu)

Venue

Kuching
Four Points by Sheraton

Workshop Fees

RM 1,750.00
per participant

DISCOUNT

Early Bird Discount

RM 150.00 Discount
per participant
(Pay only RM 1600.00)

or

*Early Bird Group
Discount*

RM 250.00 Discount
per participant
(Pay only RM 1500.00)

If you register 3 or more
participants from the same
Company.

Condition:

To qualify for the discount,
payment with registration
must be received by
24th March, 2010



Prior approval by HRDC is
required. You may submit
the application with this
brochure.

INTERNATIONAL
LICENSED PROGRAM



www.cmoe.com



**Sooner or later, people have to start doing
something differently. They have to start
communicating more like a coach.**

This impactful, skill building workshop
designed to teach team leaders critical
Coaching Skills to facilitate powerful
partnerships in the workplace.

WHY A WORKSHOP ON COACHING SKILLS?

Organizations today are recognizing the increasing need for all employees to contribute to the success of the business. Leaders need to be able to communicate more effectively and invite associates to participate as partners, while combining the best efforts and thinking to create solutions to today's challenges.

The Coaching Skills Workshop is designed to help participants develop practical and effective skills that can be applied when influencing others, working through obstacles, and creating partnerships. The workshop is based on the Eight-Step Coaching Process, a proven model that is backed by extensive research over the past 30 years. The model is a flexible and dynamic communication road map that leaders use to interact more effectively with others.

This two day workshop initiates measurable change towards greater employee involvement, empowerment, and quality improvement, while strengthening the skills of supervisors, managers, and peers in partnership communication. Participants leave with renewed motivation for coaching others and confidence to be a successful coach.

The tools and techniques learned in the workshop can be applied immediately on the job for rapid results. The workshop is an important step in the development of coaching skills and capacity within the organization.

WORKSHOP OBJECTIVES

This workshop provides an important first step in the development of coaching skills and capacity within the organization. This interactive, practical experience with how-to skills will give participants the tools to:

- Maximize team member performance by using a highly effective coaching tool - the Eight-Step Coaching Model
- Motivate team members to make the changes needed to improve performance, focus on job priorities, and actively seek out new opportunities to contribute more.
- Resolve differences, handle team member resistance, and confront excuses.
- Help people accept, adjust to, and acquire ownership for changes in the organization.
- Conduct developmental and non-performance related coaching sessions.
- Build positive and supportive relationships with team members.
- Obtain better results while being less controlling.
- Learn to coach for problem-solving, career development, performance management, motivation, and empowerment.

WHO SHOULD ATTEND?

All level of Management and Supervisory Staff, HR and Training Professionals, Project Managers, Team Leaders.....and anyone who are looking for a blueprint to build the skills, abilities, and confidence necessary to be highly effective coaches.

LEARNING METHODS

Each workshop is based on highly effective adult learning methods using an experience-based approach. The learning evolves from the "hands-on" tasks and group exercises. Participants spend 40% of class practicing the skills they are learning in the workshop. Key concepts are presented in a manner that reinforces and clarifies the learning and enable learners to put the skills to work as soon as they return to work.

PUBLIC WORKSHOP

Coaching Skills Workshop

building partnership in the workplace

FREE BOOK

Free Hardcover Book worth MYR 75.00



Win-Win Partnerships Be on the Leading Edge with Synergistic Coaching

By Steven J. Stowell, Ph.D. / Matt M. Starcevich, Ph.D.

TESTIMONIAL

"In today's chaotic business environment, leaders need new tools to be effective. In this book, Starcevich and Stowell have provided us with a systematic approach for coaching employees to higher performance levels. It's a must read for leaders at any level of the organization. This book is a must read for leaders at all levels with direct reports. The 8-Step Coaching Model is a real tool for real leaders that really works."

Carol A. Otto, GM

ABOUT HEXCEL

Hexcel is the pioneer HRD training provider in Sarawak and have been meeting the training & development needs of all level of employees from diverse industries in 20 countries since 1987.



HEXCEL
Maximizing Human Excellence

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WORKSHOP OUTLINE

DAY ONE

- What is Coaching?
- Case Study I: Your Current Coaching Skills
- The Eight-Step Coaching Model
- Video Illustration of the Eight-Step Coaching Model
- Assessing Case Study I
- Collaborative Coaching
- Case Study II: Practicing the Eight-Step Coaching Model
- Live Illustration of Coaching

DAY TWO

- Individual Development Areas
- Exercise: Personalizing the Eight-Step Coaching Model
- Case Study III: Practicing the Eight-Step Coaching Model
- Developmental Coaching, Peer Coaching, Coaching the Coach
- Exercise: Coaching Pursuit
- Write Your Own Coaching Case Study
- Action Plans

WORKSHOP MATERIALS

- Comprehensive Participant Workbook
- Color depiction of the Eight Step Coaching Model

WORKSHOP FACILITATOR



POH, Teck Lim, B.B.S.; MBA (Dunelm), U.K.; ACTA

Poh is an internationally recognized Inspirational Speaker, Trainer-Coach & Author who has risen to be one of the leading authorities on human excellence. Poh is a Certified Master Instructor on Coaching Skills and have delivered coaching workshop and facilitated the certification of trainers for Pfizer Pharmaceuticals (Asia-Pacific and U.K.) and Cargill (Asia-Pacific).

Poh holds an MBA degree from University of Durham, U.K. and has delivered training and presented conference papers in 20 countries with participants coming from more than 30 nationalities.

Highly regarded as a dynamic Trainer-Coach for his POSitive energy, enthusiasm and expertise in human excellence, Poh not only shows people what to do, but more importantly teaches them how to think.

REGISTRATION FORM

We nominate the following person/s for "Coaching Skills Workshop"

Kuching: April 7-8, 2010 (Wed-Thu) @ Four Points by Sheraton

1. Name	_____	Position	_____
2. Name	_____	Position	_____
3. Name	_____	Position	_____

Company _____
Address _____

Nominating Officer:

Name _____ Position _____

Tel _____ Fax _____

Email _____

Payment:

Amount _____ Cheque No _____

Date _____ Signature & Company Stamp _____

Disclaimer

Hexcel reserves the right to change the speaker, date and venue or to cancel the program should circumstances beyond the company control arise. Hexcel also reserves the right to make alternative arrangements without prior notice should it be necessary to do so.