

# Running effective coaching sessions

## Learning Objectives

You will understand and know:

- how to identify learning needs and formulate learning objectives
- how to plan and design a coaching session
- how to assess learner performance
- how to use different methods to suit different learning styles
- how to give feedback to develop people
- how to assess 'learning transfer' into workplace performance
- how to use powerful communication techniques in your coaching sessions.

## Course Programme

0915	<b>Assemble and coffee</b>
0930	Introductions and Course Objectives
	<b>How do people learn?</b>
	▪ Implications for the design of your coaching session
	<b>Planning the Coaching session</b>
	▪ Assessing the learning needs
	▪ Agreeing the learning objectives
	▪ Instructional design
	▪ Assessment methods
	Lunch
	<b>Powerful Communication skills</b>
	<b>Giving developmental feedback</b>
	<b>Assessing learning transfer into workplace performance</b>
	<b>Common coaching problems and tips to deal with them</b>
1630	<b>Review and Action Plans</b>
	<b>Evaluation and close</b>