

Course:
Coaching Competencies in Business

Date (Reception Hall is booked)	Topic
February 8	Session 1: Wind of Changes: Basics and Definitions of Coaching
February 22	Session 2: Management via Development of Employees Loyalty
March 9	Session 3: Management and Leadership: Approaching Strategic Vision
March 22	Session 4: Coaching Format for Yourself and Your Subordinates
April 5	Session 5: The Value of Open Questions
April 19	Session 6: Coaching while Working with Subordinates
May 11	Session 7: No Fear of Mistakes
May 24	Session 8: Logical Levels of Questions
June 7	Session 9: How to Define Priorities, Deep Motivation and Values of Personality
June 21	Session 10: Team Coaching and Team Dynamics

1. Wind of Changes: Basics and Definitions of Coaching:
 - a. Coaching skills for leader: when, with whom, why and what for?
 - b. How to stop being a leader, who answers questions and turn into leader, who puts questions

2. Management via Development of Employees Loyalty:
 - a. Key aspects of the development of employees loyalty
 - b. How to develop among employees understanding of the connection between work and results
 - c. Systematic approach: the value of "management wheels"

3. Management and Leadership: Approaching Strategic Vision:
 - a. How to increase effectiveness through management of thinking
 - b. Hidden resources of personal effectiveness – creation of the new image of leader

4. Coaching Format for Yourself and Your Subordinates:
 - a. The levels of studying and the circle of the competence
 - b. The frame of results: putting of the important goals
 - c. Coaching steps

5. The Value of Open Questions:
 - a. System changes: the "if" format
 - b. How to put correct questions?
 - c. Logical levels of questions
 - d. Relying on values. Cooperation of coach-manager and subordinate

6. Coaching at the Work with Subordinates:
 - a. How to concentrate the subordinate's attention on goals and results
 - b. Logical levels: main differences in the big game
 - c. Sharing of responsibility among subordinates and manager

7. No Fear of Mistakes:
 - a. How to improve self-appraisal of employees effectiveness
 - b. How to avoid "the scheme of mistake"
 - c. Two strategies of results evaluation and their influence on the goals fulfilment
 - d. Critics and feedback
 - e. Effective feedback
 - f. Paradoxes of feedback

8. Logical Levels of Questions:
 - a. Questions for the most effective brain work
 - b. Question to develop the most effective plans

- c. How to increase understanding of employees through lost fragment
 - d. How to increase understanding of employees through general picture
- 9. How to Define Priorities, Deep Motivation and Values of Personality
 - a. System of resource creating: tools of future vision of choice and support of the most effective strategies of studying
 - b. The strength of "Matrioshka" principle, the circle of victory, etc.
 - c. New ways of multilevel thinking
- 10. Team Coaching and Team Dynamics:
 - a. Four main positions of team communication
 - b. Coaching in effective team building
 - c. Team leadership: is it possible?