

INFORMATION

for Both Programmes



Assessment

There is no formal assessment, however formative feedback will be provided to students on an ongoing basis during the teaching/learning process.

Entry Criteria

The Coaching Clinic®
Open entry.

This programme has been designed for people currently in management and/or leadership positions from middle management through to senior executives. It is also valuable for people aspiring to leadership positions. If you are working in any industry that is people focussed, for example teaching, this programme will give you some valuable tools.

Essential Conversations for Developing Others
You must have completed The Coaching Clinic®.

English Language Requirements

If you are an overseas student or a new resident and English is not your first language, please note that study at tertiary level requires both written and oral participation. You may be required to have an IELTS score of 5.5 or a TOEFL score of 500.

Venue

Windermere Campus, Windermere Drive, Tauranga.

Class Sizes

With our small classes and personalised tuition, you will get more time with friendly tutors who work to attend to your individual needs.

Fees

The Coaching Clinic®
\$580.00

Essential Conversations for Developing Others
\$580.00

Both Programmes

Fees must be paid in full upon enrolment.

The fee includes a manual, morning tea, a light lunch and afternoon tea on each day.

Enrolment Procedure

Please complete an enrolment form available from the Information Centre, or email us at info@boppoly.ac.nz

As places are limited we suggest that you enrol early to avoid disappointment.

Financial Assistance

These part-time programmes are not approved for the payment of Student Loans or Student Allowances.

Auahi Kore – Smokefree

We are proud to show leadership and commitment to a Smokefree New Zealand. As a result, smoking is not permitted on campus.

Bay of Plenty Polytechnic

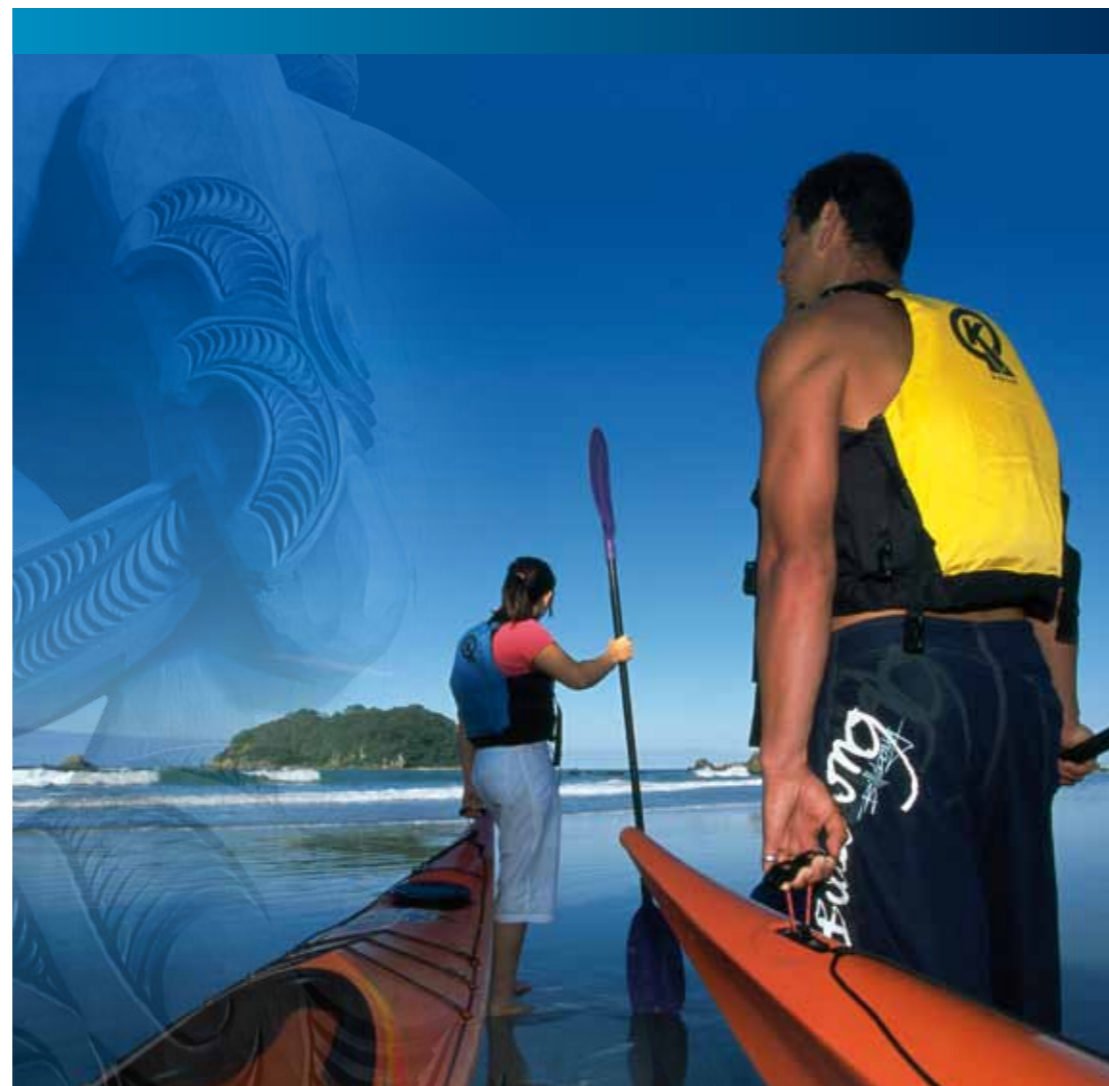
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2010 Coaching Clinic Programmes



Part-time



Every effort was made to ensure the information contained in this brochure was correct at the time of printing. However development of our programmes is ongoing and changes may occur subject to Academic Board approval. Published days and times are indicative only and may be changed due to timetabling requirements. Bay of Plenty Polytechnic reserves the right to cancel or postpone any course due to insufficient numbers or circumstances beyond its control. In this instance fees will be refunded in full. Bay of Plenty Polytechnic agrees to observe and is bound by the Code of Practice for the Pastoral Care of International Students published by the Minister of Education. Copies of the Code are available on request from us or from the New Zealand Ministry of Education website at <http://www.minedu.govt.nz>.

The COACHING CLINIC®



Today's highly competitive business environment demands that individuals and organisations perform at higher levels and with greater speed than ever before.

Leaders and employees alike must place a new emphasis on individual and collective learning and creativity.

The Coaching Clinic® provides both the technology and process to develop a new workplace model to achieve these goals.

What is the Coaching Clinic®?

The Coaching Clinic® is a two day programme where you will learn crucial coaching skills and competencies. You will gain an in-depth understanding of the coaching process.

Overview

The programme is designed to enable you to adopt a coaching style of leadership and to describe the business imperative for this approach.

It is an internationally proven course with testimonials from numerous large corporations, government departments, etc.

You will:

- Discover coaching as a powerful model of management, mentoring and leadership
- Experience and practise 'state-of-the-art' coaching tools
- Learn the structure and skills to immediately enhance performance
- Position the organisation for rapid growth
- Make major advances in professional and personal connections as well as apply learning within the workplace immediately

Content

Being a Coach

- A model of trust and creating a coaching environment
- Personal paradigm shifts

The Five-step Process of Coaching in the Workplace

- The coaching conversation model

Coaching Skills

- Contextual listening
- Discovery questioning
- Messaging
- Acknowledging
- Personal coaching styles inventory® (PCSI®)
- Defining your personal style and recognising the styles of others



Coaching in Organisations

- Creating a powerful definition of coaching
- Coaching to commitment
- Challenges to coaching
- Creating an action plan to implement coaching
- Follow-up and peer coaching

Qualifications Gained

On completion of the programme you will receive a Certificate of Attendance from Corporate CoachU.

Dates/Times/Duration

The programme is two days, 8.30am to 5.00pm.

Programmes are offered:

- 11 and 12 March
Enrolment closes 19 February
- 24 and 25 May
Enrolment closes 3 May
- 26 and 27 August
Enrolment closes 6 August
- 9 and 10 December
Enrolment closes 19 November

Additional programmes can be offered to groups of 12 or more people, or to companies by negotiation. Please enquire.

ESSENTIAL CONVERSATIONS FOR DEVELOPING OTHERS® (ADVANCED COACHING CLINIC)



Graduates of The Coaching Clinic® asked for a more advanced coaching programme, so Essential Conversations for Developing Others® was designed to answer that need.

This new programme builds coaching skills to greater levels of expertise, enabling managers to apply coaching confidently and adeptly in developmental conversations.

Overview

You are challenged to raise your standards for constructive and collaborative conversations, and to explore the shifts required if you are to build a work environment that is truly self-sustaining and focused on developing people.

Among the outcomes are:

- Competence in advanced coaching skills, thereby increasing the effectiveness of coaching conversations
- Skills to engage in courageous coaching conversations
- Confidence to enter into a developmental conversation
- Clarity on the relationship between performance and development
- Understanding of different learning styles and how these affect leadership development

Content

You will:

- Renew the foundational principles for coaching and reinforcing the core concepts, skills and models presented in The Coaching Clinic®

- Raise your coaching skills to the next level with new models and tools, including using powerful language, gap bridging and more
- Look at your own learning style preferences and explore how your learning style influences both your own development and that of those you coach
- Receive feedback on your own coaching style with tips to increase effectiveness
- Practise courageous conversations - how to initiate conversations about sensitive issues and carry them through with confidence, sensitivity and integrity
- Be able to bring all of these elements together, creating an environment where development is valued

You will work with case studies together with real-life scenarios drawn from your unique business environment, supported with first-class printed materials and guided group interaction to maximise your learning experience.

Qualifications Gained

On completion of the programme you will receive a Certificate of Attendance from Corporate CoachU.

Dates/Times/Duration

The programme is two days, 8.30am to 5.00pm.

Programmes are offered:

- 12 and 13 July
Enrolment closes 21 June
- 7 and 8 October
Enrolment closes 17 September

Additional programmes can be offered to groups of 12 or more people, or to companies by negotiation. Please enquire.