

## **SHORT COURSE: LEADER – MANAGER AS COACH**

### **DESCRIPTION**

This short course offers an in-depth examination of the core elements and techniques of coaching, from the perspective of the leader/manager, covering the concepts and development of coaching, types of coaching, key skills in coaching, performance frameworks, effective questioning, dealing with resistance and culminating in the creation of a roadmap for coaching conversations.

This course is aimed primarily at line managers who wish to build their skills in the specialised field of coaching.

### **ADMISSION REQUIREMENTS**

Delegates should have, as a minimum, a Matric Certificate (Grade 12 or equivalent)

### **CERTIFICATION**

Upon successful completion of the course and assessments, delegates will be awarded the Short Course Certificate in Leader – Manager as Coach, by Milpark Business School.

### **EXIT-LEVEL OUTCOMES**

On completion of this course, delegates will have a good understanding of the process and benefits of manager coaching, the characteristics of a manager as coach, when to use the different types of coaching, the ability to create a framework for performance coaching and the art of listening. Delegates will be equipped to debate the behaviors that indicate resistance, understand the importance of eliciting the core values of the coachee and will be able to critically develop a conceptual framework for a coaching action plan.

### **PROGRAMME OUTLINE**

Overview and introduction to the concept of coaching

Directing the coaching relationship – setting the stage

Creating a roadmap for coaching conversations

### **ASSESSMENT**

Delegates are required to submit 8 written assignments as a portfolio of evidence, which contribute 50% to the final mark. A summative assessment will be done at the end of the course, contributing the remaining 50% to the final mark. This summative assessment will be in the form of a real life coaching session.

**DURATION**

This is a three day course, presented over three consecutive months, on the basis of one day per month. The final portfolio of evidence will be submitted in the month following the third workshop day.

**FURTHER STUDIES**

Delegates wishing to build on the skills acquired on this course, may wish to enrol on the seven day “Business and Life Skills Coaching” course

**ABOUT THE BUSINESS SCHOOL**

Milpark Business School offers a range of tertiary qualifications, conditionally accredited by the Higher Education Quality Committee (HEQC) of the Council on Higher Education (CHE). Milpark Business School offers both distance-learning and contact-learning options and workshops. The qualifications range from an MBA and a BCom in Banking Management, to Certificate and Diploma programmes.

**PRICING**

Course fees include course material. Please contact one of our campuses for more information.

**DISCLAIMER**

The content of this brochure is accurate at the time of going to print. Milpark Business School reserves the right to change the programme content due to changes in legislation, market requirements and other reasons. Notice of such changes will be published on our website.

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