# Coaching skills

**Discover the power of coaching**

With daily pressure on targets and results, most managers or professionals focus on managing performance and solving problems. Coaching skills enrich your skills and enable you to bring out the best in others. Leading to sustainable change and a greater contribution to improved business results.

## Results

- You understand your role as coach and use coaching skills to develop others
- You coach people on results from a focus on ambition, values and strengths
- You apply listening and questioning techniques to identify underlying issues
- You inspire others by adapting an attitude of sincere interest and challenge
- You use the GROW model as a technique to achieve clear results
- You adapt your coaching style appropriately to different situations

## Competences

In this training you will be working on the following competence(s):

- Coaching
- Self knowledge
- Self-development

### Target audience

You are a professional or manager and would like to enrich your coaching skills to bring out the best in others. Strong coaching skills will increase your effectiveness as you learn to accelerate the strengths of others. You are prepared to fully practice and experiment with the skills and to bring your own practical topics to the training.

### Choose in-person or online

When you register, you can choose for an in-person course at one of our venues. Or, register for an online course in the 'virtual classroom'. Which do you prefer? With the 'virtual class' we guarantee the same quality and results. You can read it on www.suas.nl/opleidingen-en-trainingen/virtual-classroom-en.

### Participants

The maximum group size for the training course is 12 participants.

## Course description

Strong coaching skills will increase your effectiveness as you learn to accelerate the development of others. In this course, you will gain insight into a coaching attitude, role and styles. In an authentic and transparent way, staying true to your own personal values. You will practise with several coaching models and techniques, to boost the effectiveness of your coaching conversations.

This course is based on learning by doing. We accelerate your learning process through interactive homework assignments, presentations, group exercises, buddy coaching, discussions, personal case studies and action planning. In high impact practice sessions, you will work as coach, coachee and observer. By engaging your manager, you will get sustainable results.

### The following subjects are covered:

- The coaching attitude, role and styles
- Tapping into values and ambition as drivers for change
- Coaching mindset and meta-skills
- Powerful questions
- Levels of listening
- Contracting in coaching
- Structuring the conversation (GROW model)
- Strength-based coaching
- Coaching in difficult situations
- Actions and accountability

### Learning method

This course is based on learning by doing. We accelerate your learning process through interactive homework assignments, presentations, group exercises, buddy coaching, discussions, personal case studies and action planning. In high impact practice sessions, you will work as coach, coachee and observer. By engaging your manager, you will get sustainable results.

## Duration

### Course days

The total duration of the training course is 6 weeks. The training course consists of an online kick-off and 2 blocks of 1 day. Your time investment is approximately two hours of self study a week: theoretical and practical through the MijnSN learning community.

### Block 1 and 2

- 1 day from 9.30 AM till 5.00 PM

You train virtual? Then we modify the course days: a training that original takes one day, will be virtual in two days of 3,5 hours. In this way we ensure that you do not spend full days behind your screen and you stay fresh enough to absorb the information. View the schedule for your course days and times.

### Start and end measurement

This course improves your skills. We can guarantee that. How? Before you start your course, you take a scan. This determines your starting level and helps set the right goals. You receive a personal report. That way, you know exactly where you stand, what you want to accomplish, and how to get there. Your trainer helps you to focus and develop, in order to reach your full potential. After your training is done, you take another scan. This end measurement shows how much you've grown, and where you can still develop your skills further.

### Mentor

Real learning starts with the practical application of what you have learned. You will commence several practical assignments within your own organization, selecting a mentor to supervise and stimulate your learning process - before the first meeting. The mentor could be your manager or a (senior) colleague. For more information on the mentor's role please visit www.suas.nl/mentor. After three weeks you will take your experiences in this regard to the next meeting.

### Certificate

On completion of the training course and subject to attendance and active participation, SUAS will award a certificate. Our certificates are highly regarded in the business community.

## Investment

### Training course

The price of this course is € 1.295,00 (excl. 21% VAT).

Do you pay the invoice yourself? Then you automatically get a beneficial advantage. Instead of a 21% VAT charge, you only receive a 10% fee. Your course price will then be € 1.424,50.

### Course material

The price for the course materials is € 98,94 (excl. VAT). You will receive:

- Succeskit SUAS ENG
- Personal licence for learning environment MijnSN
- Strengths Based Leadership (book)

### Facility costs

The price for the use of the accommodation, coffee/tea and an extensive lunch buffet is € 160,00 (excl. VAT). You obviously do not pay any facility costs if you choose the online course in the 'virtual class'.

### Payment

You will receive an invoice upon receipt of your enrollment form. Please insure payment is settled within 30 days or before start of the training, at the latest.

## Terms & Conditions

Our current terms and conditions are displayed at www.suas.nl/leveringsvoorwaarden.

## Current start and registration dates

You can register for this training course at www.suas.nl/ENCS. Current start dates are also posted on this website. For questions or help with registration contact the information department. Tel. + 31 (0)418 688 510.

## About SUAS

### Your talent is the focus

SUAS is committed to talent. Whether it is your talent or that of your team or organization, we develop talent by means of training, coaching and consultancy. This way we can contribute to your personal success and the success of your organization.

### Continuous learning

SUAS's approach goes beyond classical training. Your learning is optimized by continuously working to achieve your own learning goals. Which is why we provide insights and work assignments in various phases and forms. Our digital learning environment, MijnSN.nl, stimulates action and interaction within your training group.

### Direct application, in practice

You learn best in a situation in which you can directly apply what you have learned. In other words - in your own work environment! You provide the trainer with insights into your work practices in a goal-setting consultation which precedes the training program. You may also use 360 degree feedback previously obtained from, for example, your colleagues and managers. This enables the trainer to specifically focus the exercises on your work situation.

### The best training, from the best trainers

At SUAS you are trained by the best trainers. Professionals, trained in behavioral science and with broad experience in group-dynamic processes. Our trainers develop your awareness of your own abilities and help you to develop new skills and behaviors. Their style is down-to-earth and direct, with a strong focus on practical applications. They are also always abreast of and utilize the latest insights in their field.

### Proven effectiveness

Our approach demonstrates its own value, time after time. This emerges from evaluations by our participants and from independent research conducted by Utrecht University. The effects of our training programs, for participants as well as their colleagues and managers, are noticeable and ongoing.

### Choose for quality

SUAS stands for quality and permanent, positive results - since 1980. This has led to various recognitions and accreditations: Such as CEDEO, ISO 9001, ISO 27001 and NVAO. We are also a member of several industry associations, such as NRTO. For more information in this regard please visit suas.nl/over-ons/erkenningen-en-keurmerken.

### Training programs throughout the Netherlands

SUAS offers you training at more than 30 locations in the Netherlands. Our locations have been selected on the basis of accessibility and quality. And, as many of our training courses start on a weekly or monthly basis, you can start working on your personal development immediately! Start dates and locations can be found on our website, www.suas.nl. Please contact us if the location or date that you want is not listed. We will schedule extra training programs in response to sufficient need.

## Contact

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## Additional information

### Reserve your place

Making an obligation-free, optional booking for the training course of your choice is always possible. This will reserve your place on a specified training course for a certain period. This assures you of participation even if you cannot decide now. Book your option on our website or call + 31 (0)418 688 510.

### Incompany

Do you wish to do this training course together with colleagues? We also provide incompany training courses. Schouten & Nelissen can develop training programs specially tailored to your organization's needs. For more information on tailor-made and in-house programs: Phone + 31 (0)418 683 440 and book a telephone consultation or email us at adviesteam.incompany@relevancelearning.com.

### Free consultation

Unsure whether this training program fits your learning needs? Our training consultants will be pleased to assist you in making the correct choice. You can phone them on + 31 (0)418 688 510 on working days between 08.00 and 17.30.

### Combine training and coaching

Do you want to embed the learnings and insights from training more securely in your work and daily life? Enhance your training with 'Combi coaching'. Personal coaching is available in modules of 3, 6, 9 and 12 hours. Our consultants will be pleased to provide you with more information. Phone + 31 (0)418 688 666 or e-mail coaching@suas.nl.

## Planned events

| Datum | Plaats |
|---|---|
| 06-06-2024 | AMSTERDAM |
| 26-08-2024 | UTRECHT |
| 09-10-2024 | VIRTUAL CLASS |
| 05-11-2024 | AMSTERDAM |
| 13-12-2024 | ZALTBOMMEL |

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