

PERFORMANCE DEVELOPMENT COACHING

Highly interactive one day training
workshop on Coaching Skills

For
Developing High Performing Teams

Date & Venue:

11th April in Lahore at Royal Palm Lahore

13th April in Karachi at Movenpic Hotel Karachi

Workshop Investment: 17,500/- (Exclusive of GST)

Timings: 9:00 am to 5:30 pm



Course Facilitator:

JAVED AKHTAR

Cambridge Certified Facilitator, Trainer & Coach

Former Head of Training & Development - GSK

Javed Akhtar specializes in Advanced Facilitation, Training and Coaching Skills from Cambridge University UK. He has three International Tutor Accreditation Awards to his credit. Javed has an international exposure of working with Lead Trainers at Workshops, Seminars and Tutor Forums in 12 different countries of the world.

Javed has rich & diversified work experience of over 35 years in Sales Management, Corporate Training, on job Coaching & Human Resource Development. He has trained over 4000 participants and spent 15 years in training & development at GSK. For his last five years at job, Javed was Head of Training & Development at GlaxoSmithKline for Pakistan, Iran and Afghanistan.



Course Overview:

Coaching is a continued process of structured conversations for helping the individuals to improve their performance using a range of skills and techniques. This process collectively allows the individuals being coached to clarify their goals, understand constraints, identify options and take actions for achieving their short term and long term objectives.

Every Manager is responsible for coaching their team members to continuously develop their performance. Today's best managers have a high ratio of coaching to administration: **90%** of their team members meet objectives compared to 66% whose managers have a low ratio of coaching to administration. Studies show an increase in performance / revenue

of up to **35%** if managers coach systematically and often.

Through observation, analysis, feedback, and encouragement, managers coach their team members to improve performance. Effective coaching generates higher performance results and achieves key business objectives.

This highly interactive workshop on **"Performance Development Coaching"** will help participants to be able to learn and follow a coaching process and to focus on improving the performance of their team members. They will be skilled enough to coach on one-to-one basis at all levels of experience and ability; this will enable their team members to be motivated and will perform to ever higher standards.

Course Content:

- Introduction
- Differentiating among a Manager, a Leader & a Coach
- Benefits of coaching to team & organization
- Key competencies of an effective coach
- Formal coaching & on job coaching
- The process of Performance Development Coaching:
 - ◆ Preparing to coach
 - ◆ Diagnosing performance issues
 - ◆ Identifying coaching priorities
 - ◆ Building trust & inculcating coaching culture
 - ◆ Inviting feedback by asking insightful questions
 - ◆ Giving constructive feedback with examples/evidence
 - ◆ Commit to take actions
- Enabling continues performance development
- Providing an ongoing support

Course Outcome:

By the end of this workshop, participants will be able to:

- Understand to differentiate between Manager, Leader and Coach
- Understand the coaching and coaching techniques.
- Explain the benefits of coaching for individuals, the team and organization
- Diagnose the performance issues, set developmental objectives, evaluate & recognize the progress.
- Apply coaching techniques and process for achieving the business objectives of individual team members and the team.
- Motivate team members for enhancing their business productivity through professional development and getting teams' buy-in as a team leader.

Who should attend?

- This training workshop is beneficial for line managers of all levels, newly promoted managers, supervisors, leaders and trainers.
- All sales managers and sales coaches who want to achieve sales targets by enhancing the business productivity of their sales teams through on job coaching in the field.

Methodology:

- On job training need analysis (for in-house customized workshops)
- Interactive slide presentation
- Brain storming
- Syndicate exercises
- Individual presentations
- Real life case studies
- Role plays
- Debriefs and facilitated reviews
- Learning sustainment plan



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Javed is an enthusiastic trainer and a passionate coach with a striking motivational style of facilitation. He believes that professionalism is Earned through experience and Learned through effective training & coaching. Javed is dedicated to people development and looks for opportunities to help them Learn, Perform, GROW...and emerge as successful individuals in their lives and highly productive for their organizations.

Currently Javed is doing training consultancy at Academy for Management Excellence; designing and facilitating in-house customized training workshops.

CLIENTELE:



For registration(s) send us your Participants Name, Designation email, address & cell numbers
Also please provide us organization's NTN #

register@quickbizgroup.com



Quickbiz Group Office No. 403 Tahir Plaza, Sultan Ahmed Road, Block # 7 & 8
JCHS, Karachi. Contact: 021-34209142 Mobile: +92-343-2508186,
+92-300-8294943 www.quickbizgroup.com

Quickbiz Cancellation Policy:

Substitutions are welcome. cancellation must be confirmed by email. For Cancellation made in the 05 working days to the workshop, no refunds will be given.