



British Training

**Empowering Leadership Excellence Advanced Coaching Techniques for
Effective Administrators Training Course**

#LD6926

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Introduction:

Effective leadership hinges on the ability to guide, inspire, and unlock the potential of teams. For administrators, mastering coaching skills is no longer optional, it's a strategic imperative. The British Training Center has designed this program to bridge the gap between traditional management and transformative coaching practices. By blending theory with actionable tools, this course equips leaders to foster growth, drive performance, and cultivate a culture of continuous improvement within their organizations.

Training Objectives and Impact:

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

- Apply core coaching principles to enhance team communication and productivity.
- Design personalized development plans to address individual and organizational goals.
- Utilize active listening and questioning techniques to resolve conflicts and build trust.
- Implement feedback frameworks that motivate behavioral change and accountability.
- Adapt coaching styles to diverse personalities and workplace scenarios.
- Measure the impact of coaching interventions through performance metrics.
- Foster a growth mindset within teams to sustain long-term success.

Targeted Competencies and Skills:

- Active Listening & Empathy.
- Constructive Feedback Delivery.
- Emotional Intelligence in Leadership.
- Strategic Problem-Solving.
- Adaptive Communication.
- Conflict Resolution & Mediation.

Target Audience:

This program is tailored for:

- Senior managers and department heads seeking to refine their leadership approach.
- HR professionals responsible for talent development and employee engagement.
- Team leaders and project coordinators aiming to enhance collaboration.
- Emerging administrators transitioning into coaching-oriented roles.

Course Content:

Unit One - Foundations of Effective Coaching for Administrators:

- Defining coaching vs. traditional management styles.
- Core principles of the GROW model (Goals, Reality, Options, Will).
- Ethical considerations and boundaries in administrative coaching.
- Aligning coaching objectives with organizational vision.
- Case study: Coaching failures and lessons learned.

Unit Two - Communication Mastery for Coaches:

- Techniques for active listening and paraphrasing.
- Powerful questioning frameworks (open-ended, probing, reflective).
- Non-verbal communication cues and their impact.
- Overcoming communication barriers in virtual/hybrid teams.
- Role-play: Simulating challenging coaching conversations.

Unit Three - Tools for Driving Performance & Accountability:

- Designing SMART goals for individuals and teams.
- Feedback models (SBI: Situation-Behavior-Impact).
- Creating actionable development plans with timelines.
- Leveraging technology for progress tracking (e.g., coaching apps).
- Workshop: Delivering feedback in high-stakes scenarios.

Unit Four - Coaching for Emotional Intelligence & Resilience:

- Identifying emotional triggers in team dynamics.
- Building self-awareness and self-regulation strategies.
- Coaching through change and uncertainty.
- Techniques to foster resilience and adaptability.
- Group activity: Emotionally intelligent responses to workplace stress.

Unit Five - Real-World Application & Sustainability:

- Integrating coaching into daily administrative routines.
- Measuring ROI of coaching initiatives.
- Peer coaching circles and mentorship programs.
- Addressing resistance to coaching within organizations.
- Final project: Designing a 90-day coaching implementation roadmap.