



# **Leadership & Coaching Development Program Training Guide**

# Delivery Methods

## **Online delivery**

This program will be delivered through a unique blend of live, self-paced & instructor led online delivery. Students will be sent a link prior to course start date for the live component.

## **Certification:**

Students who complete the course below will receive **Certificate of Achievement from Saskatchewan Polytechnic in Leadership & Coaching.**

## **Program Start and End Dates:**

Module 1 – Introduction to Leadership & Coaching – October 5 - 31, 2020

Module 2 - Identifying and Enhancing Your Leadership Skills – November 1 - 23, 2020

Module 3 - Coaching Practice – November 24 – 30, 2020

Module 4 - Leading Self, Leading Others – December 1, 2020 – January 4, 2021

Module 5 – Leadership in Action – January 5 – 15, 2021

The live component will comprise weekly Zoom calls every Tuesday from 10:00 AM to 12:00 AM Saskatchewan Time.

## **Price:**

The price for the course is \$2,086.00.

This includes a copy of *The Heart of Coaching* by Thomas Crane, the Strengths Finder Self-Assessment Tool, plus an individual coaching session with our program instructors.

## **Leadership and Coaching Modules**

Our leadership and coaching program is split into 5 modules, taking participants from basic leadership skills and weaving in coaching theory and practice as the program progresses.

### **Introduction to Leadership and Coaching**

- Determine personal leadership strengths using StrengthsFinder Self-Assessment;
- Examine Crane's leadership and coaching model; and
- Learn the importance of goal setting.

### **Identifying and Enhancing Your Leadership Skills**

- Build on leadership strengths and learn how to use your strengths when leading others;
- Discuss the importance of clear communication and feedback when coaching and leading others;
- Learn the reasons for conflict and discover a model for reducing conflict in the workplace; and
- Using Crane's coaching model, practice an introductory coaching scenario.

### **Coaching Practice**

- Demonstrate leadership knowledge and skills through the coaching process;
- Engage in peer-to-peer coaching with a classmate; and
- Practice coaching with a workplace partner.

### **Leading Self, Leading Others**

- Review workplace coaching experiences and identify leadership strengths and challenges;
- Identify leadership behaviours that build strong teams;
- Review models to build highly effective teams; and
- Learn an approach to decision-making.

### **Leadership in Action**

- Apply leadership and coaching knowledge and skills;
- Write your personal leadership action plan incorporating your leadership vision and values; and
- Participate in a one-on-one coaching session with a coach instructor.

## **LEAD 010 - Leadership and Coaching Development adaptations to fit on-line format due to Covid-19**

**Due to the restriction on campus access due to COVID-19, this regularly on-campus program has been adapted for hybrid, live-online, asynchronous delivery.** The LEAD 010 course dates are October 5 2020, to January 15, 2021. This fully on-line format will feature Zoom learning sessions each week in Modules 1, 2, 3, and 4 and then just one Zoom session in Module 5. There are a total of 16.5 hours of weekly live online training, every Tuesday as follows:

### **Tuesday Oct. 6<sup>th</sup> – Course Introduction (90 min) – Module 1**

- Introductions;
- Using Brightspace effectively; and
- Reflection activity – Why are you here and what might you gain?

### **Tuesday Oct. 13<sup>th</sup> – Learning Approaches (90 min) – Module 1**

- Key content review;
- Group expectations;
- Review of learning approach – readings, posting, coaching partner work, lectures, interactive activities, Personal Foundation Documents and other key assignments;
- Selecting coaching partners; and
- Dividing into two cohorts with Instructors with a reflection activity.

### **Tuesday Oct. 20<sup>th</sup> – Begin with the End in Mind (1 hr) – Module 1**

- Thorough review of the Personal Foundation Document sections.

### **Tuesday Oct 27<sup>th</sup> – Models for growth and goal setting (90 min)**

- Review of Strengthsfinder;
- Initial goal-setting; and
- Introduction to the Crane coaching model – coaching demo, observation and review, 1<sup>st</sup> skill practice.

### **Tuesday Nov. 3<sup>rd</sup> – (2 hrs) – Module 2**

- Leadership overview;
- Communication skills; and
- Review of Crane coaching model.

### **Tuesday Nov. 10<sup>th</sup> – (2 hrs) – Module 2**

- Coaching demo;
- Coaching practice; and
- Coaching in Mod 3 – intro and request to start workplace coaching by Nov. 16.

### **Tuesday Nov. 17<sup>th</sup> – (2 hrs) – Module 2**

- Coaching review;
- Review of workplace coaching practice – what's working, what's difficult;
- Coaching practice; and
- Conflict management – Pinch Model, Experience Cube and difficult conversations.

### **Tuesday Nov. 24<sup>th</sup> – (2 hrs) – Module 3**

- Workplace Scan;
- Managing new ideas;
- Belief/Results Cycle;
- Introduce Coaching Process Team Assessment assignment; and
- Introduction to EI.

### **Tuesday Dec. 1 – (2 hrs) – Module 4**

- Coaching Process Team Assessment;
- Coaching continuum;
- Stages of groups; and
- Coaching practice.

### **Tuesday Jan. 5<sup>th</sup> – (1 hr) – Module 5**

- Check-in on PFD;
- Check-in other assignments; and
- Review of Final Exam process.