

Compact Training Business Coaching - Completion with Certificate

- ❖ Do you want to coach people professionally and are looking for a compact quality-assured training that is strongly practice-oriented and directly related to the job?
- ❖ Are you looking for a coaching training in which you can further qualify yourself professionally for the role as a coach or you would like to acquire coaching competencies as a manager or when working with other people, which you can use immediately and successfully in your professional practice?
- ❖ Do you want to further develop your potential, create your own individual coaching style, and learn well-founded business coaching skills at the same time?

Goals:

The training provides **well-founded business coaching competencies** as well as **quality assured content**. It's **practice-oriented** approach makes it easily **transferrable** into your professional practice.

You'll learn a broad range of methods and techniques, as well as the appropriate attitude and coaching structure. You'll be able to integrate it into your individual practice and coach professionally.

You'll **benefit** from **20 years of business coaching experience** and learn the best and most successful methods from over 30 different coaching trainings.

The focus is on working through your own cases or topics and is strongly **practice-oriented**. Coaching topics can include responding more patiently, confidently, or calmly, selling yourself better, and gaining clarity about your next steps.

Special emphasis is placed on each person recognizing their own strengths as a coach to develop their own **individual coaching style**.

Uses:

In addition to conveying the above-mentioned content, methods and tools of coaching, participants will benefit, in particular, from:

1. the ongoing process of reflection in relation to their **(self-) leadership and personal competence**.
2. individual **counseling** in relation to your **own professional practice cases** and **personal concerns, enabling you to benefit noticeably for your daily work and life**.
3. acquiring techniques for self-leadership and self-control, so that **you become the best version of yourself** and **win others over successfully**.

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Methodology

You'll receive a good mix of theory & your own practical applications. Many practical examples from my over 20 years of experience as a coach are incorporated. Due to the group size of max. 10 people, it's possible to respond to each participant individually. Everyone will learn more easily in a humorous and relaxed atmosphere.

Coaching

Coaching is the professional form of personal and individual counseling. It involves reviewing and reflecting on one's own thoughts, actions, and values with the aim of becoming more aware and expanding one's own possibilities and potential to increase performance and satisfaction. The focus is on the present and future in a professional context. Coaching is **about becoming more of the unique personality you are and can be to become more successful and happier as a result.**

Coaching approach

A systemic approach consistently incorporates environmental systems and their complex interactions into the way we look at things. This view expands the client's and coach's possibilities for intervention and solutions. Coaching thus becomes an efficient instrument, focusing on solutions that quickly lead to success.

("Master! I know it now: there is no such thing as truth!" How do you know it's true if the truth doesn't exist?" replied the master).

Target group

Managers (executive as coach), personnel developers, consultants, trainers and interested professionals who are already active as external or internal coaches, who want to establish coaching as a field of activity or who want to incorporate coaching methods into their work.

*The number of participants is limited to **6-10 persons** to allow for a very *individual* approach.*

Requirements

At least 5 years of professional experience (not necessarily as a coach) as well as a preliminary interview of about one hour to check the basic aptitude for the training and to get to know each other.

Content

Basic systemic attitudes, clarifying the assignment and context, defining goals, managing the coaching process, systemic intervention methods in coaching, models, and techniques for common coaching topics such as setting goals, working with values, using a personality model, dealing with power, etc., possible applications and practical uses, feedback.

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1st Module: Foundations:

The coaching process in theory & practice, reflecting on your role as a coach

- ❖ Concrete definition and conceptual delimitation of coaching.
- ❖ Frameworks in the coaching process (time frames, rules, places, content)
- ❖ Clarification of assignment and agreement on objectives (contract clarification)
- ❖ Learning and training specific questioning techniques as well as a structure (guideline) for conducting the coaching process
- ❖ Intensive training of concrete conversation situations
- ❖ Reflecting on one's own role and basic attitude as a coach, contact-promoting and motivating attitudes and behaviors, personal feedback

2nd Module:

Diagnoses and systemic methods: setting goals and personality models for type analysis

- ❖ Deepening and targeted training of specific questioning techniques
- ❖ Practical exercise settings with subsequent self-reflection
- ❖ Learning and applying a personality model for better self-assessment and the assessment of others and target group-appropriate communication
- ❖ Introduction to constellation work using the example of the target constellation to be able to work on deeper topics in a light way as well
- ❖ Deepened self-reflection on individual coaching styles

3rd Module: Dealing with challenges:

Beliefs and values as a compass in difficult situations

- ❖ Dealing with beliefs and incentives in the coaching process
- ❖ Integrating awareness of one's own values in a coaching conversation
- ❖ Introducing life stage models and dealing with transitions.
- ❖ Dealing with resistance and difficult situations
- ❖ Practical exercise settings with subsequent reflection
- ❖ Feedback for individual participants and coaching styles

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4th Module: unlocking potential and top management coaching:

increasing performance, power and influence

- ❖ Increasing mental performance through coaching
- ❖ Elegantly dealing with power in a corporate setting, dealing with power for men and women
- ❖ Differentiating between dealing with top management v/s middle and lower management
- ❖ Reflections on various coaching styles
- ❖ Practical tests with time to reflect afterward
- ❖ Feedback for individual participants and coaching styles

5th module: Impact, using own resources & potentials:

Working with metaphors and your own impact as a coach

- ❖ Awareness of one's own effect as a coach: integration of body language & feedback
- ❖ Model for centering oneself & good contact and its practical application
- ❖ Supervision of current cases
- ❖ Working with metaphors: the tree of life
- ❖ Integrating coaching into your practice

The contents of the modules, especially 2 to 5, will be adapted to the current and individual needs of the participants. Alternative content such as work-life balance is possible.

At the end, participants will receive a certificate.

The **certificate** requires the participation in all modules as well as a written approx. one-page documentation of a coaching case.

Between the individual modules, participants will practice with each other in small groups to deepen the training content and gain practical experience. These coaching cases can later be used for the written documentation. This requires about 3 hours of time between the individual modules.

Dates

On request

If required, additional supervision days, individual coaching by Elverfeldt Coaching and further modules are available.

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Training times

from 09:30 to 18:30

approx. 90 minutes break at noon, as well as short coffee breaks

Kosten

5 modules of 2 days each, in total 10 days (attendance days) and in total approx. 12 hours of practice time between the modules. Each of the 5 modules costs € 1,296 plus VAT and the total costs are: € 6,480 plus VAT, (incl. participant documentation as well as drinks and snacks during breaks and a free preliminary discussion to get to know each other).

The training can only be booked in full, as the modules build on each other. Payment is made per module: the individual modules are paid in advance 2 weeks before the start of the module.

Special offer - coaching training in small groups or individual training:

Coaching trainings in small groups can also be tailored to individual needs: For a group of, e.g., 2 participants, the same contents as in the large group can be taught in 5 x 6 hours at a complete price per person of € 5,400 plus VAT or per module € 1,080 plus VAT. The price and the number of hours of the individual modules depend on the number of participants.

An individual training just for you without a group lasts 5 x 5 hours and costs € 9,000 plus VAT or € 1,800 per module.

The small group/individual training has the following advantages:

- ❖ Contents and dates are adapted precisely to the needs of the participants.
- ❖ Working with individuals and small groups is significantly more effective than with larger groups.
- ❖ Participants invest less time and receive a certificate.
- ❖ Furthermore, the invoices per building block are sent and due for payment only at the end of the respective month. There should be at least 4 weeks between the building blocks.

I will gladly answer any questions you might have in a free one-hour preliminary meeting.

Training location: Elverfeldt Coaching, Hansaallee 21, 60322 Frankfurt, Germany

Trainer:

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Registration

Please register in writing or by email. Afterwards you'll receive a confirmation. Places will be allocated in the order of registration, as for the larger groups with the fixed dates the is limited to a maximum of 10 participants.

Cancellations are possible free of charge up to 6 weeks before the start of the training. After that, the full fee will be due if no replacement participant can take their place.

Feedback from participants:

"The training with Felicitas von Elverfeldt was an important enrichment for us. She imparts her knowledge competently, purposefully, and charmingly. With her ability to analyze as well as her profound understanding of corporate structures and processes, she gave us very concrete input that we were able to apply immediately."

Monika Schammas and Udo Lahm, partners af comtract (Communications and Personnel Management)

"In-depth coaching training both for beginners and advanced with many practical exercises and feedback. Suitable not only for future coaches, but also for leaders who want to expand their skills for dealing with clients and employees."

Claudia Heinen, partner of one of the top 5 management consultancies

I look forward to working with you!
Felicitas von Elverfeldt

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