



Academy of
Leadership Coaching & NLP

Coaching Skills for the Workplace

Bring Out the Brilliance in Your People



Coaching Skills for the Workplace

Bring Out the Brilliance in Your People

At Academy of Coaching & NLP (ALCN), we know that people are brilliant. We also know that a lot of companies don't know how to develop and sustain that brilliance in the workplace. We can help you create an environment where people shine, contribute, grow and take great pride in the work they do.

The business case has been made for creating emotionally intelligent workplaces, engaging your workforce, and developing an internal coaching culture. Research shows **significant increases in employee engagement, increased organizational effectiveness and stronger financial performance**. Everyone benefits when the workplace empowers and invites full contribution, growth and strong relationships. At ALCN, we know how to get you there.

After years of working with leaders and individuals in organizations, we can tell you clearly, most people don't bring their full capabilities to work. And many are working in environments that don't give them the opportunity to or tools to develop their tremendous potential. It's a rare company where the norm is full engagement. We know, people want to be engaged. Given the right tools and right environment, they will rise to the task and show you what they are capable of. Our programs give you the tools, not only to engage your people, but establish a high performance, high trust culture that will drive the success of your business.

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Our coaching skills programs are designed to teach and implement coaching skills at any or all levels of your organization. We will work with your team to design a program that suits the needs of your organization. Whether you want to introduce coaching skills to your organization or have a vision of transitioning to a coaching culture, we will assist you in creating a plan and a program that suits your need and budget. The success of your program is of utmost importance to us.

All our programs are approved by the International Coach Federation (ICF), the global gold standard in the field of coaching.



FOUNDATIONAL COURSES

We offer the following courses, which can stand alone or be combined in customized packages to create the right program for your organization.

Coaching Skills for the Workplace: Coaching and Being Coachable

ONE DAY COURSE

This one-day course is essential in the first stage of integrating the coaching mindset into your culture. Participants will come away from course with a solid understanding of the coaching perspective, and ready to engage and be successful in a coaching environment. After the initial launch, ALCN can train your staff to facilitate this introductory course.

- **Basics of Workplace Coaching:** Coaching and being coachable, success in a coaching environment, using coaching to build and expand knowledge, skills and potential.
- **Emotionally Intelligent Communication Skills for the Workplace:** Self responsibility, authenticity, growth mindset, awareness of impact on others and effective communication.
- **Collaboration and High Trust Teams:** How to be an effective team member in this organization, accountability, welcoming diverse perspectives, constructive conflict, building teams you want to be on.



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Basic Coaching Skills for Managers and Leaders

TWO DAY IMMERSION

This course is a two-day immersion course designed to introduce coaching skills and mindset to your management team. Managers and leaders will come away with the foundational skills needed to build high trust teams, lead with a development mindset, have effective and empowering conversations that bring out the best in others, and lead others to higher levels of creativity, competence and boldness in their work.

- **Coaching Mindset, Basic Coaching and Interpersonal Skills:** deep listening, empowered communication, risk taking, authenticity, self-responsibility, compassion, collaboration.
- **Generative in the Moment Coaching:** Our foundational tool used to assist and empower decision making, clear obstacles to creativity, innovation and boldness, and unlock capabilities, in the moment.
- **Building High Trust Teams:** How to build, foster and support high functioning, productive, high trust teams.

Developmental Coaching Skills for Managers and Leaders

TWO-DAY IMMERSION

This course is designed to take your leaders and managers beyond the basics, to develop their own skills and abilities as highly effective leader coaches. This is a comprehensive program that will redefine leadership and teach deep coaching and development skills.

- **Unlock and develop the skills and talents of others, over time:** High level performance coaching, tools that replace performance reviews, creating and following an effective development plan, mentoring, delivery of clear motivational feedback, working with limiting beliefs that hold back performance.
- **Leader as Coach:** Facilitating transformational relationships that help people know themselves and others at deeper levels, and achieve their potential.
- **Next Level Skill Development:** Moving from basic practical skills to expertise across the spectrum of workplace coaching.

Relationship Skills for the Workplace: Working with Emotional Intelligence

MONTHLY REMOTE COURSE

This series of twelve one-hour sessions, facilitated remotely will assist your team in integrating the skills and knowledge needed to become an emotionally intelligent workplace. It will assist people in problem solving, effective communication and workplace relationship skills. Your team will learn the basics of effective collaboration, communication, self-responsibility, conflict resolution and self-motivation. Many organizations find the monthly one-hour format of this course to be helpful in long term learning and integration of new skills and habits.

Train the Trainer Programs

Our Train the Trainer Program will give your organization the resources and capabilities to facilitate many ALCN courses. Having internal facilitation capabilities allows you to bring coaching skills to all parts of your organization on a timeline that works for you.

Our Train the Trainer Programs provides you with:

- A licensing agreement to teach any of our coaching courses internally
- High level training and support for your trainers
- Training manuals, charts and facilitator notes
- A way to reduce your costs with maximum impact



ADDITIONAL COURSES AND SERVICES

The Business Case for Creating a Coaching Culture

HALF DAY PRESENTATION

A unique and inspiring half day interactive presentation designed to introduce the compelling business case of integrating internal coaching into an organizational culture. We find that sharing the "why" is helpful in creating organizational buy in at all levels. We can facilitate this interactive presentation to any population of your organization, from boards to new hires to L&D, as well as train your trainers to facilitate it.

Dedicated Internal Coach Training

SIXTY HOUR ICF-APPROVED CERTIFICATION COURSE

This is for organizations who choose to have dedicated coaches on staff whose sole purpose is coaching and staff development. These dedicated coaches have the advantage of understanding your culture from the inside out, and being deep resources for the whole organization, from coaching the leadership to designing new courses, to problem solving and evolving your internal program. Star performers, natural mentors and soon-to-be retiring executives are excellent candidates to become dedicated coaches.



Customized Executive Programs

We all know that for real change to take hold in an organization, the leaders must get behind and model the new ways of being. All our course material can be customized into off site programs, in which your Executive Teams will learn the same skills being taught throughout the organization. This type of training brings authenticity, depth and substance to the whole coaching culture program, and provides an opportunity for executive growth and alignment.

Consulting

We specialize in implementation of customized coaching culture initiatives and are available to support your team as you integrate coaching into your organization. As consultants, we will support you in strategic planning, problem solving and all aspects of your roll out as you create your coaching culture. The success of your program is of utmost importance to us.

Organizational Assessments

Our background in organizational development makes us an excellent choice for creating and implementing a program that fully meets your needs. We understand the challenges that come with creating organizational change, large and small. We offer organizational assessments, to give you the full picture of your workplace culture, and assist you in designing the right set of programs to best meet your needs.

Coach Supervision

In our supervision program, we will mentor your coaches and/or trainers for an agreed upon length of time, throughout the process of implementing Generative Coaching Skills into your organization, assessing and collaborating with your managers and leaders to address your unique organizational challenges. We will ensure their skills are solid, and they have the support they need to carry on the teaching for years to come. Supervision is customized for managers, internal trainers, executives, HR personnel and L&D personnel.

ABOUT US

Helen Attridge

International Trainer, Leadership Coach

Helen is the Founder & President of Academy of Leadership Coaching & NLP. She is credentialed by the International Coach Federation as a Master Certified Coach, a level of skill and experience shared by only 4 percent of coaches worldwide. For almost two decades Helen has worked with hundreds of organizations and thousands of professionals globally as a Leadership Coach and International Trainer. She has consulted to executives, leaders and organizations around the world on how to create a coaching culture. In her individual coaching practice, she works with global leaders on achieving next-level growth and creating wide-ranging positive change. Helen has taught NLP and Leadership skills at Stanford Graduate School of Business and Peking University platform. She is passionate about creating change in the world and is known for the passion, energy, enthusiasm and deep coaching knowledge she brings to the training room.



Devi Cavitt Razo

International Leadership Coach and EQ Specialist

Devi is Founder, Director and Principal Consultant at Entera Consulting, and is specializing in leadership development and the creation of vibrant, high trust work cultures and emotionally intelligent leadership. As the former Director of the world-renowned Hoffman Process, she has taught leadership and personal development to executives and leaders from around the world. She headed the personal development program at the Harvard Kennedy School of Government, and has trained coaches and facilitators internationally for the last two decades. A dynamic executive, trainer and organizational consultant, she understands leadership, organizational change and culture development from all sides. She holds a master's degree in organizational development, undergraduate degree in human development and is the co-creator of the Coaching Skills for the Workplace program.



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