**Person Centred Health and Wellbeing Coaching**

**Training for Trainers**

**Briefing and Application Pack.**

**This document contains the following sections:**

1. Programme participant commitments.
2. Overview of the training programmes.
3. Delivery Commitments.
4. Application form.

**Section1 Programme Participants Commitments:**

We are really excited to launch our accredited certificate in coaching which will support the Self-Care Vision across the Rochdale Borough (Heywood, Middleton, Rochdale and Pennine):

‘Driving a positive culture change by empowering the people of HMR to actively engage in their own health and wellbeing to live better lives’

In order for us to achieve our vision we are keen to recruit 15 people to complete a Chartered Management Institute level 5 certificate in coaching who will then support the roll out of an innovative health and wellbeing coaching programme within and across organisations. In order to be considered for a place on this prestigious programme we are looking for the following commitment…

Please read all sections. It is important that you can fully commit to the programme, and are available for the dates of **all the workshops.**

1. Available to attend all the dates detailed below for accreditation and develop as a train the trainer (TtT).
2. Have the full support of your line manager to participate in the programme and the roll out of the health and wellbeing coaching sessions
3. A commitment to continually co-deliver health and wellbeing coaching sessions (approx. 4 programmes per year – 2 days each programme plus preparation and practise time).
4. Have an interest and natural talent for developing others
5. Willing to complete the study element of the coaching certificate (3 x 3000 assignments plus logging 20 hours of coaching)
6. Be committed to attending mentoring sessions with your allocated mentor

**Section 2 Overview of Programme**

This section provides an overview of the programme you will be required to attend (all days are full days Running from 09:30 to 16:30):

* A] Workshop (2 Days): 10th and 11th Sept 2019
* B] Workshop (2 Days): 22nd and 23rd Oct 2019
* C] Workshop 3 (1 Day): 3rd Dec 2019
* D] Train the Trainer Programme Workshop: (2 Days): 9th and 10th Dec 2019
* E] Co-delivery Train the Trainer Programme: TBC

Trainers must complete all workshops and the train the trainer programme; and then co-deliver the train the trainer programme with co-trainers and your coaching mentor to gain competence in the delivery of the health and wellbeing coaching sessions. There will be continued support until you feel confident and competent as a person centred care trainer.

**Learner Journey Overview**

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| Workshop 1 | * Notified of lead course tutor * Receive welcome pack which includes: * Registration form, programme schedule and dates, handbook, assignment guidelines, Syllabus outline * Complete registration forms * Course content |
| Between Workshop 1 &2 | * Login with CMI registration * Read good practice guidance in the syllabus to * be prepared for assignments * Background reading and research * Zoom call with lead facilitator to check in, answer questions explore questions regarding the syllabus. * Webinar – manager as coach |
| Workshop 2 | Course content |
| Between Workshop 2&3 | * Zoom call * Webinar – Emotional intelligence * Complete coaching signature |
| 121 Coaching Sessions | To review coaching signatures and progress |
| Workshop 3 | Course Content |
| Post Workshops | * Webinar – Being at your best as a coach Assessment * Accreditation * Alumni and CPD |

**Level 5 Certificate in Coaching and Mentoring.**

**Pre Course Learning:**

In order to prepare for the programme, you will need to complete some pre-course learning. This will involve completing a lifeline and a Gallup Strengths assessment. You will also need to think about some themes or issues that you would like to discuss in coaching scenarios during the programme.

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| **Workshop 1 (2 Days)** | **Workshop 2 (2 Days)** | **Workshop 3 (1 Day)** |
| Refreshing your knowledge of Coaching and Mentoring.  Coaching Continuum.  Enhancing your Coaching Tool Kit beyond the GROW Model.  What makes a great Coach?  Roles and Responsibilities of a Coach  Core Coaching skills of:   * Action Listening * Powerful questions * Using empathy in Coaching * Contracting and boundaries. | Emotional Intelligence in Coaching  Self-Care for Coaches and Mentors  Organisational and Social impact of Coaching and Mentoring  Coaching Toolkit Development  Coach Practice. | Coaching Supervision.  Self-Care continued.  Ethical Dilemmas.  Reviewing coaching models and toolkit. |

**Programme Outline:**

The Level 5 certificate in Coaching and Mentoring is delivered over 130 guided learning hours which include a combination of five days attendance at workshops, observed coaching practice, documented coaching hours and other self-directed activities such as written assignments and reflective journals. The units you will be studying are outlined below:

**Unit 5014 – Introduction to management coaching and mentoring**

This unit is about introducing the practice of management coaching and mentoring and the impact on individual development and performance. It will enable you to develop your skills and understanding of how to use a coaching style to have productive conversations with your team members in order to meet desired goals and objectives.

**Unit 5015 – Management of coaching and mentoring**

This unit is about management coaching and mentoring and its operation within the organisation. It will enable you to understand the impact coaching and mentoring can have and how to monitor and evaluate that impact.

**Unit 5016 – Management coaching and mentoring skills**

This unit is about the development of skills and learning styles in the management coaching and mentoring. It will enable you to understand how learning and development styles support the coaching and mentoring practice, support you to develop skills as a manager in coaching and mentoring and ensure that you are able to articulate and develop a coherent ethical framework to support coaching and mentoring within your organisations.

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| **How will I be Assessed?** |
| All the learning outcomes and assessment criteria related to the units detailed above need to be assessed. Assessment is via a range of activities including a written assignment, observed coaching session, logged coaching hours, action plans and reflective journal.  A review of 1.1 of your assignment is done by your Boo tutor to check you are on track to submit your assignment to CMI. To avoid duplicating marking we review the first section only (1.1) and feedback to you. When you are happy with the final version, you can label your assignment and email subject as per the assignment submission checklist and we send it to CMI for marking. On the assignment feedback form you can find the checklist to help you ensure you have formatted the assignment correctly before you submit it. |

**Train the Trainer Programme Workshop.**

Following the Accreditation, Participants will attend a two day Train the Trainer Workshop. This will include a focus on the key shifts in clinician mind-set and behaviour, a review of key concepts and materials, the identification of key skills and techniques and the development of a deeper understanding of the psychological basis of behaviour change. The focus of this 2 day workshop will be on learning how to teach others to use person centred care skills to encourage behaviour change.

Content for the Train the Trainer workshop will include:

* Developing a great learning environment
* Encouraging participant commitment
* Identifying key shifts in clinician mind-set and behaviour
* Identification of key skills and techniques
* Step by step delivery of key material
* Psychological basis of behaviour change
* Working with dissonance
* The use of reflection
* Varying training techniques
* Closing the knowing – doing gap
* Review of all materials and concepts
* Delivery practice

**Co-Delivery Train the Trainer Programme.**

Following Train the Trainer programme workshop, participants will then move into a co-delivery role with one of Boo Coaching experienced faculty members. This involves facilitators delivering the 2 day Core Skills Programme.

Individuals will co-deliver the programme in small teams with one of Team Boo faculty members. Individuals will be asked to do this at least twice.

The aim of this process is to enable participants to deliver person centred training with someone with greater experience, while growing in confidence and ability. During co-delivery, trainees will be observed, gain feedback and engage in constructive dialogue around their presentation and understanding of the material.

Participants will be required to demonstrate competence in delivering the core 2 day programme and will receive continued support to ensure proficiency and confidence.

**Selection of individuals for the programme - characteristics for consideration**

Individuals suited to become Coaches for Person Centred Care Trainers (Desirable but not essential):

* Experience in training or workshop delivery – comfortable in standing up in front of peers and delivering sessions
* Future role delivering coaching training is aligned with organisational role
* Experience in facilitation or action learning
* Experience in coaching
* Understanding of patient/client experience
* Professional, client/patient facing background – (e.g. Nurse, Physiotherapist, Occupational Therapist, Pharmacist, Doctor, Social Worker) OR, Community/Key Worker/Coaching role in the Voluntary and Community Sector.

**Section 3 Delivery Commitments**

On successful completion of the programme participants will join our coaching faculty, delivering Coaching for Person Centred Care training. We need your commitment and that of your manager. The exact commitment is yet to be decided and will be subject to negotiation between yourself, your manager, your organisation and the Trust. This will be made up of a combination of the following activities:

* Delivery of **4** Core Skills Programmes per year. Each programme involves 2 days delivery.
* Participation in Supervision to ensure your practise and development are supported.
* Continuing Professional Development requiring a commitment of approximately 2-3 days per annum with Boo Coaching.
* With your manager, plan and review the application programme learning to support your personal and team performance as part of your performance development process.

We ask that you undertake two years practise of coaching skills within your professional role upon completion of your training. This is to support you to continue to develop practical experience of coaching practise which you can draw on to enhance your training delivery. We are happy to discuss this commitment with you or your manager.

**If you have any questions or queries about any aspect of this programme, or if you have reservations about applying that you would like to discuss then please don’t hesitate to contact me for an informal chat;**

**Sharon Lord Programme Lead Self-Care HMR. Bury and Rochdale Care Organisation.**

[**Sharon.lord@pat.nhs.uk**](mailto:Sharon.lord@pat.nhs.uk)

**Mob: 07772710321. Please note I do not work on Tuesdays.**

**Application Form.**

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| **Section 4 Application Form** | |
| **Application Form**  **Health and Wellbeing Train the Trainer Programme**  **For programme enquiries contact Sharon.lord@pat.nhs.uk**  Please complete the following information, and email this form to [**Sharon.lord@pat.nhs.uk**](mailto:Sharon.lord@pat.nhs.uk). The closing date for application is **Fri 9th August 2019**  The following criteria will be used for selection:   * alignment of your personal objectives for the programme with the aims of our coaching for person centred care programme * alignment of your personal objectives for the programme with the development of your own role / service * demonstration of commitment to personal development * demonstration of capacity to undertake the role of coach * demonstration of previous experience in both training and coaching * Establishing a diverse participant cohort   Please answer all the questions below – feel free to expand the form as required to suit your answers. | |
| **1. Personal Contact Details** | |
| **Name:** |  |
| **Preferred Postal address:** |  |
| **Telephone:** |  |
| **Preferred Email address:** |  |

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| **2. Biographical Information** | |
| **Job title:** |  |
| **Organisation:** |  |
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| **Please outline what development you have undertaken in the last 5 years.**  **(Approx 200 words)**  **Describe your most significant development experience in the last three years.**  **(Approx 200 words)**  If not applicable please explain why |  |

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| **3. Questions**  The following questions are intended to gain an understanding of your experience and your approach to the development of coaching skills. They also provides an opportunity for you to reflect on your own thoughts around coaching and its place within your professional role and responsibilities. | |
| **a. Please detail any previous experience around delivery of training or workshops**  **(Approx 100 words)** |  |
| **b. What are your reasons for becoming a trainer?**  **(Approx 100 words)** |  |
| **c. How will these skills help you to deliver your**  **Organisations objectives?**  **(Approx 100 words)** |  |
| **d. What are your personal objectives in applying for this programme? How will you know if you have achieved your objectives?**  **(100-200 words)** |  |

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| **e. Where do coaching skills play a part in your existing role or life outside work? Please provide an example(s) of where you have used coaching skills and the reasons why you used them.**  **(100-200 words)** |  | |
| **f. Manager and Commitment.**  **If applicable, please provide a statement of support from your line manager below. This should indicate their acceptance of the commitments listed** |  | |
| **Commitment** | **Agree** |
| I will ensure the applicant has capacity to attend all training and associated supervision sessions. |  |
| I will ensure the applicant will have sufficient flexibility to undertake coaching practise and training delivery associated with the programme. |  |
| I will support the applicant to utilise programme learning to enhance their personal and team performance. |  |
| I will ensure the applicant has regular one to one meetings with me as part of their performance development process in which we will monitor the delivery of coaching commitments. |  |
| **g. Individual Commitment.** | I will ensure I attend all training and associated supervision sessions. |  |
| I will ensure I undertake coaching practise and training delivery associated with the programme. |  |
| I will fully utilise programme learning to enhance my personal and team performance. |  |

**Signed**

**Applicant……………………………………………………………………………………. Date ……………**

**Manager……………………………………………………………………………………… Date …………….**