



Essential Coaching Skills for Managers Registration Form

About the Workshop

This workshop will provide HR managers and line managers with the essential knowledge, skills and tools to coach their employees to achieve great results at work. By the end of the workshop, participants will have learnt the foundation of performance coaching, the framework to motivate staff to achieve greater results, powerful coaching language to inspire staff to think creatively to overcome work challenges, how to apply the GROW coaching model as well as how to counsel poor performers using the TRUS+ model.

Key Topics

- * Framework for motivating employees to achieve results
- * 6 key principles to improve effectiveness of coaching
- * Active communication skills using ACES
- * Coaching language to inspire staff to think creatively
- * GROW coaching model
- * Giving corrective feedback using the TRUS+ model
- * Overcoming resistance to change
- * Getting buy-in to improve performance
- * Establishing an action plan & KPIS to measure progress

The Speaker – Mr Koh Thong Joo

Koh Thong Koo is a business practitioner with more than 23 years of industry experience working in MNCs, stat boards, SMEs, public-listed companies and corporate training. During his career, he has spearheaded various portfolios, including sales & marketing, business development, strategic planning and corporate training. Thong Joo specialises in providing training in the area of sales, managerial and leadership skills, applied psychology, presentation skills, creative problem-solving and service excellence.

Who Should Attend HR managers, HR personnel, line managers, supervisors, leaders or anyone who wants to hone his or her coaching skills.

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| Date: 5 June 2024, Wednesday | Course Fees: \$398 per participant (Includes Handouts, Lunch & Refreshments) |
| Time: 9.00am to 5.00pm (Registration starts at 8.45am) | To register: Email your registration forms to us or register online. |
| Workshop Venue: Carlton Hotel 76 Bras Basah Road Singapore 189558 | 960 Dunearn Road, #06-25, Singapore 589486 Tel: 6293 9068 Email: info@kcacademy.com.sg Website: www.kcacademy.com.sg |
| | Payment Details: Payment by bank transfer or PayNow Corporate (UEN no. 201100115H) before commencement of workshop |

Participant 1: Name:

Email: Designation:

Participant 2: Name:

Email: Designation:

Contact Person: Name:
(If different from above) Email: Designation:

Company Name:

Company Address:

UEN No: Tel: Fax:

Upon receipt of registration, any cancellation must be confirmed in writing, and will be subject to a 10% administrative charge. If notice of cancellation is received less than 5 working days before the course date, or if participant fails to show, participants will be invoiced for the full fee. However, substitutes will be allowed. KC Academy Pte Ltd reserves the right to cancel/postpone the event or change the venue/date/time of the workshop in view of unforeseen circumstances.