

# MONTGOMERY COLLEGE

# COACHING AND MEDIATION

Workforce Development and Continuing Education | Summer 2020

Start with this course for the best way to learn more about coaching and the credential process.

## Introduction to Coaching

If you seek to inspire and motivate others, then coaching may be the skill set for you. This emerging field draws on numerous communication approaches and techniques you can use to support others in achieving short and long-term goals by developing a positive approach to all areas of their lives. In this experiential 3 1/2 hour introductory session, we will discuss what coaching is—and isn't—distinguishing coaching from mentoring, consulting, therapy, training and athletic development, coaching core beliefs, qualities of an effective coach and the essential components of all coaching interventions. Additionally, the Montgomery College Coaching Certificate Program, the International Coach Federation (ICF) coach credentialing process and the latest trends in the coaching industry will be addressed.

Course: MGT488 3.5 Hours  
\$50 + \$59 fee = \$109; NMR add \$120

Gaithersburg Business Training Center  
CRN#: 46210 1 Session S  
6/6 9:30 a.m.-1:30 p.m.

## Coaching Clinic—Introduction

Acquire a thorough understanding of the philosophical, historical, and ethical foundations of coaching. Explore similarities and differences between coaching and related disciplines and consider the scope of coaching potential. You will earn a defined coaching framework to structure a coaching session, practice using this process in real-time conversations, and observe the effect of these skills as a coachee. This is the first course in the Coach Certificate Program. (Please note that there is pre-work required for this course so early registration is strongly recommended.) TWA.

Course: MGT502 15 Hours  
\$300 + \$369 fee = \$669; NMR add \$300

Gaithersburg Business Training Center  
CRN#: 46172 2 Sessions S  
6/20-6/27 8:30 a.m.-4:30 p.m.

## Coaching Essentials, Competencies, and Practices

Building on Coaching Clinic-Introduction, this course explores various coaching competencies, operating assumptions, and practices. Continue to experiment with the language of coaching and distinguish between the effects of various techniques. You will deepen your learning of how to implement a defined coaching framework to structure a coaching session, learn its benefits, and employ a specific methodology to establish credibility and build trust with the coaches. Complete the course with the experience of coaching and being coached in a classroom setting, as well as working with a practice client between classroom sessions. *Prerequisite: Coaching Clinic-Introduction.*

Course: MGT264 15 Hours  
\$300 + \$369 fee = \$669; NMR add \$300

Distance Learning  
CRN#: 15761 5 Sessions T  
7/21-8/18 6:30-9:30 p.m.



TWA Tuition Waiver Applies  
NMR Non Maryland Resident Fee



For more information contact:  
Transcie Almonte-Sabio at 240-567-3828 or  
transcie.almonte@montgomerycollege.edu

### Coaching Skills for Everyday Life

Do you want to improve your communication with your family, friends, or colleagues at work? Coaching skills are not just for professional coaches or managers, they are for everyday life whether you're interacting with children at home, trying to help a family member, friend or a colleague or team at your place of work. Through a hands-on, interactive approach, you will learn how to listen more effectively, ask better questions, better manage conflicts and more! TWA.

**Course: MGT590** **6 Hours**

\$170 + \$89 fee = \$259; NMR add \$140

**Gaithersburg Business Training Center**

CRN#: 16063 1 Session S  
8/15 9 a.m.-3:30 p.m.

### Coaching Skills for Managers and Team Leaders

Coaching is one of the most valued management skills in organizations today. By utilizing coaching techniques, managers of all levels gain the ability to deal with a wide variety of performance issues. The result of effective coaching includes improved employee productivity, loyalty, and cooperation. By the end of this course, you and your employees will be able to set better goals, use coaching to provide focus producing better results faster, implement coaching techniques to encourage innovation and creative solutions, foster a sense of ownership and personal satisfaction in a job well done, generate motivation and enthusiasm, and facilitate a more effective performance improvement discussion when dealing with challenging personnel issues. TWA.

**Course: MGT589** **12 Hours**

\$217 + \$122 fee = \$339; NMR add \$160

**Gaithersburg Business Training Center**

CRN#: 16062 2 Sessions S  
7/18-7/25 9 a.m.-3:30 p.m.

### Management and Leadership is on Social Networks!

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Twitter and Instagram:  
@MgtAndLead\_MC

### Successful Delegation: Achieving Results through Others

Delegating effectively is a critical skill that a manager or team lead should master for success on the job. It reduces a manager's workload and develops employees' skills, knowledge, job satisfaction and commitment to the organization if handled correctly. Mastering delegation is also a key skill for those who want to advance to higher levels of management opportunities within an organization. Learn how to identify why managers fail to delegate; examine the concepts of responsibility, authority, and accountability; learn and apply the four major steps in the delegation process; examine the common mistakes made during the delegation process; decide what to delegate and how to do it successfully; match delegated tasks with abilities and avoid reverse delegation; recognize the types of responsibilities that can't be delegated; and learn how to monitor progress without over managing.

**Course: MGT265** **6 Hours**

\$170 + \$89 fee = \$259; NMR add \$140

**Gaithersburg Business Training Center**

CRN#: 15758 1 Session S  
8/8 9 a.m.-3:30 p.m.

**If you are motivated to learn foundational coaching skills as conveniently as possible, this is the training program for you!**

Required Courses (Must be taken in this order):

1. **Coaching Clinic<sup>2</sup>Introduction**
2. **Coaching Essentials, Competencies, and Practices**
3. **Coaching Practicum**
4. **Coaching Mastery**

Montgomery College is accredited by the International Coach Federation to offer Coaching Certification Program. All courses are ACSTH compliant for course specific training hours.

For more information contact:

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Or visit our direct site:

[www.montgomerycollege.edu/wdce/management-leadership/coaching.html](http://www.montgomerycollege.edu/wdce/management-leadership/coaching.html)