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| **LUHFT Professional Coaching Programme Application Form**    **5-Day Professional Coaching Programme**  Please complete the following information including the self assessment and return this form to  **Please answer all the questions below. Feel free to expand the form as required to suit your answers. Application forms with minimal information may not be progressed.** | | | |
| **1. Personal Contact Details** | | | |
| **Your name** |  | | |
| **Telephone** |  | | |
| **E-mail address** |  | | |
| 2. Biographical Information | | | |
| **Job title** |  | | |
| **Division** |  | **Directorate** |  |
| **Dept** |  | | |
| **Number of people you manage or supervise if any** |  | **Do you have a coaching qualification?** |  |
| **Please outline what (if any) types of development you have undertaken in the last couple of years that have impacted on you the most.** |  | | |
| 3. Questions The following questions are intended to elicit an understanding of your experience and your approach to the development of coaching skills. They also provide an opportunity for you to reflect on your own attitude to coaching and its place within your professional role and responsibilities. | | | |
| **a. Where does coaching play a part in your existing role?** |  | | |
| **b. Please provide an example(s) of where you have used some of these coaching skills and abilities and the reasons they were effective?** |  | | |
| **c. What qualities or behaviours do you currently have which might inhibit your ability to always coach effectively?** |  | | |
| **d. What are your personal objectives in applying for this programme? How will you know if you have achieved your objectives?** |  | | |

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| **4. Nominating Manager or Supervisor details** | |
| **Line manager or supervisor name** |  |
| **Job title** |  |
| **E-mail address** |  |
| **Contact number** |  |
| I agree to release my member of staff to attend the initial 5-day programme including any agreed supervision sessions and time for coaching support *(a minimum of 4 formal coaching sessions and two supervision sessions in a 12-month period)* | |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **5. Applicant:** I confirm I am available to attend all of the dates on my cohort and complete a minimum of 4 formal coaching sessions and two supervision sessions in a 12-month period | |
| **Signature** |  |
| **Date** |  |

**Coaching self-assessment**

To coach effectively, you will need specific knowledge, skills and behaviours. Please complete the questionnaire below honestly to assess your current coaching capability; asking yourself, ‘what evidence / feedback have I got to support my view?’

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| --- | --- | --- | --- | --- |
| Knowledge | 1 Low | 2 Moderate | 3 Good | 4 High |
| I understand different learning styles |  |  |  |  |
| I understand the coaching process and am aware of a valid coaching model |  |  |  |  |
| I understand how people respond to, manage and resist change |  |  |  |  |
| I have a good range of networks and contacts |  |  |  |  |
| I have a good level of self-awareness |  |  |  |  |

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| Skills | 1 Low | 2 Moderate | 3 Good | 4 High |
| I build rapport quickly |  |  |  |  |
| I actively listen |  |  |  |  |
| I am able to ask powerful questions |  |  |  |  |
| I dig to understand root causes |  |  |  |  |
| I am able to facilitate goal setting |  |  |  |  |
| I am able to challenge effectively |  |  |  |  |
| I deliver constructive feedback |  |  |  |  |
| I encourage others to problem solve for themselves |  |  |  |  |
| I encourage others to take personal responsibility |  |  |  |  |
| I adapt my own style to accommodate different learning styles and preferences |  |  |  |  |

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| Behaviours | 1 Low | 2 Moderate | 3 Good | 4 High |
| I find it easy to demonstrate empathy |  |  |  |  |
| I act as a role model |  |  |  |  |
| I maintain trust |  |  |  |  |
| I remain non-judgemental and objective |  |  |  |  |
| I am willing to invest time to develop others |  |  |  |  |
| I am patient and encouraging |  |  |  |  |
| I value diversity and difference |  |  |  |  |
| I show tact and diplomacy |  |  |  |  |
| I can use humour appropriately |  |  |  |  |
| I am seen as approachable |  |  |  |  |
| I seek opportunities to build other people’s confidence and self-esteem |  |  |  |  |
| I work openly and collaboratively |  |  |  |  |
| I inspire persistence |  |  |  |  |
| Acts ethically and with integrity |  |  |  |  |