

SeminarsWorld® Course Agenda

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The Power of Coaching and Facilitation for Project Managers

Instructor(s): Maria Fafard

Length: 2 days

Pre-work: None

CEUs: 1.4 / See below for PDU breakdown

Level: Core

Primary Topic: Leadership Development

Subtopics: Leading Project Teams, Motivation

Course Description:

Did you know that coaching and facilitation skills are essential for motivating and engaging your project team? Join us for this highly interactive, in-depth seminar and learn how using these key skills will enable you to take your team's performance to new heights. The seminar dives deep into coaching and facilitation competencies and their application in a project management context.

Our focus will be on enabling you to develop and practice active listening, powerful questioning, direct communication, and designing actions skills as well as guiding the group to consensus and desired outcomes skills since these coaching and facilitation skills are vital for a successful project manager. You will learn to empower and inspire your team members; to design, prepare for, and facilitate meetings that consistently achieve results; and to boost your team's productivity and collaboration.

The seminar relies on extensive use of hands-on exercises and storytelling and you will have ample opportunity to practice your newly acquired skills via individual and group exercises, simulations, and role play. Upon completion of this seminar, you will leverage coaching and facilitation skills to make a greater impact in your organization to increase productivity, engagement, and communication on your project team. What might be even more exciting, applying these competencies will help you to empower transformation of individuals, teams and organizations as well as to facilitate your own personal growth, development and career advancement.

Learning Objectives:

Upon completion of this course, participants will be able to:

- Coach project team members using coaching skills such as active listening, powerful questioning, direct communication, designing actions
- Design effective meetings
- Facilitate effective meetings by using facilitation skills such as guiding the group to consensus and desired outcomes
- Understand the distinction between coaching, mentoring, and training as well as enrich your leadership toolkit by adding coaching module to it
- Recognize relevance and power of coaching to create business impact in project management context

AGENDA

DAY 1:

1. Value of coaching in project management context
2. Coaching 101: What coaching is and what it is not; distinction between directive and non-directive coaching
3. Core ICF Coaching Competencies: Setting the foundation; co-creating the relationship; communicating effectively; facilitating learning and results
4. Coaching Tools: Transformational vs. transactional coaching; active listening; presence-powerful questions; observations and intuition; language; energy; richness and depth; shifts in perspective
5. Coaching Process: Leading a coaching session
6. Coaching certifications; classes; professional organizations

DAY 2:

1. Value of facilitation in project management context
2. Facilitation 101: What facilitation is and what it is not. Training vs. facilitation.
3. Core Facilitator Competencies
4. Facilitation Tools: Start with Why: What's the desired outcome? Start on the right note; manage the energy in the room; manage the time; manage that one (or two or three!) "challenging" participants; use facilitation tools/materials (flipcharts, post-its, voting dots, etc.); use facilitation techniques (ice breaker, brainstorming, consensus building, round-robin, etc.).
5. Facilitation Process: Design and prepare; open; facilitate; close; follow-up
6. Facilitating Project Meetings
7. Agile Facilitation
8. Advancing Your Knowledge and Career: Certifications; classes; professional organizations

Professional Development Units (PDUS) are one-hour blocks of time spent learning, teaching others, or volunteering. By attending this SeminarsWorld course, you will be able to achieve the following PDUs as learning hours to apply for PMI certification or to maintain your certification status with PMI. [View](#) how your PDUs align with the PMI Talent Triangle®.

	Technical	Leadership	Strategic	Total
CAPM / PMP / PgMP	0	14	0	14.00
PMI-ACP	0	14	0	14.00
PMI-SP	0	14	0	14.00
PMI-RMP	0	14	0	14.00
PfMP	0	14	0	14.00
PMI-PBA	0	14	0	14.00

The image shows the PMI Talent Triangle logo, which consists of three overlapping triangles forming a larger triangle. The top triangle is blue, the bottom-left is red, and the bottom-right is purple. The logo is repeated at the bottom of each column in the table above.