

Executive Coaching 企業教練服務

Sample 1: Leadership Coaching

MEDIUM: English / Cantonese / Putonghua

The Leadership Coaching programme adopts the Harrison Assessment concept of balancing one's dynamic and gentle traits to exert the highest influence. The coach will aim to optimize team leaders' behavioural competencies to drive, develop and motivate team members to deliver desirable and sustainable results. The coachee will sharpen and deepen their leadership skills consistently involving any communication. The objective of leadership coaching is to induce behavioural change such that leaders will accelerate their task and people management skills.

Methodology

The format for coaching sessions will be designed to meet different specific goals. The progress will be tracked periodically, for example, by email on a monthly basis. In between coaching sessions, coachee can telephone the coach for specific assistance.

The programme follows a three-step process:

- *Self-awareness building*
- *Awareness of team members' profile*
- *Coaching activities*

The exact number of sessions required depends on the coachee's current and expected levels of performance.

Related experience

Our executive coaches have years of positive experience coaching and teaching relevant courses. Most coaching assignments require knowledge and skills in both areas.

Sample 2: Presentation Skills Coaching

MEDIUM: English / Cantonese / Putonghua

Coachee will sharpen and deepen their presentation skills consistently in his/her communication. The development focus is as follows:

- Strengthen good practices through accumulated learning, reflections and feedback
- Be audience-centric – learn to suit the audience needs and style
- Plan with a purpose and headline – apply our exclusive Diamond Plan
- Select content – vary illustration methods to match topic and audience style
- Organise content – use a step-by-step template
- Simplify content and language
- Show professional presence in body language
- Engage audience with vocal impact
- Be credible in Q and A
- Be motivated to master the 'How' in continued learning

Methodology

A. Pre-Workshop Activities

i. Coachee's Input Collection

- Coachee will complete a *questionnaire*:
- To build his/her awareness of learning needs based on a *checklist* of workshop topics
 - To rate his/her current competence level
 - To target his/her desired competence level

ii. Participant's Preparation

- The coach will assign topics for the coachee's *presentation role-play*
- The coachee will prepare the content before each session

B. Workshop Activities for 3 sessions

- *Video*
- *Exercise*
- *Role-play*
- Tips on presentation models and style
- *Feedback* based on a presentation checklist

New Series of Mini-sessions on Business English for Clear, Courteous and Convincing Communication

提升商業英語溝通技巧

— 清晰、有禮、令人信服的溝通藝術

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In a Wall Street Journal survey, successful companies rated clear communication as the number one competency required of their employees. Clear communication is built on structure, content and language.

The series of mini sessions on Business English trains the participants at all levels to firm up their language base and to optimise desired results in communication. The takeaways include:

1. Speaking

- Precise yet tactful wording
- Exclusive audience-focused structure
- Practical application in presentation, conversations and instructions

2. Writing

- Correct, concise and courteous language
- Reader-friendly and updated models
- Practical application in email, proposals and reports

3. Reading

- Key ideas focus
- Thoughts association
- Content summary

4. Listening

- Attention process
- Questioning techniques
- Response methods

Target Audience

Basic, intermediate to advanced levels are offered to suit the needs of junior to senior staff who would like to develop or drill their English proficiency.

Group training or individual coaching are offered.

Duration and Methods

Four to eight sessions with the following activities:

- *Models for practice and application*
- *Exercise*
- *Role-play designed based on company's scenarios*
- *Feedback based on competency checklist*

English Consultancy for Corporate Communication 英語顧問服務 — 企業溝通技巧

MEDIUM: English / Cantonese / Putonghua

We design, compile or edit corporate communication

- Guide on corporate presentations
- Handbook on telephone service
- Handbook on service writing

Please contact us for a proposal and a quotation.