



# COACHING FOR BEGINNERS

An exclusive 2-day face-to-face course. Venue: MEF Academy Sdn Bhd Time: 9.00am to 5.00pm

Brought to you monthly! Choose your slot and click on the link to register now!

26 - 27 Sep 2024

<https://forms.office.com/r/sE7qWZK6nF?origin=lprLink>

29 - 30 Oct 2024

<https://forms.office.com/r/J9FYU5Xt1?origin=lprLink>

21 - 22 Nov 2024

<https://forms.office.com/r/QJDhsedvth?origin=lprLink>

23 - 24 Dec 2024

<https://forms.office.com/r/SkDXF0yTz8?origin=lprLink>



This 2-day workshop is designed for beginners who are interested in exploring the fundamentals of coaching. Participants will gain foundational knowledge, essential skills, and practical techniques to begin their journey as coaches or integrate coaching principles into their current roles. Through interactive sessions, experiential learning activities, and discussions, participants will learn how to facilitate positive change and empower others through effective coaching practices.

## Who is this course for?

Professionals, HR practitioners and Entrepreneurs interested in learning coaching skills to enhance employee engagement, performance management, and talent development initiatives.

## How is this course delivered?

This intensive 2-day workshop involves collaborative learning activities such as discussions, presentations, role-plays and skills practice.

## What will you learn in this 2-day workshop?

Day 1 (9am – 5pm) Introduction to Coaching	Day 2 (9am – 5pm) Practical Coaching Applications
Module 1: What is Coaching?	Module 5: Establishing the Coaching Relationship
Module 2: Core Coaching Skills	Module 6: Effective Communication in Coaching
Module 3: Coaching Models and Approaches	Module 7: Coaching Tools and Techniques
Module 4: Ethics and Professional Standards	Module 8: Coaching Practice and Feedback

## Course fee

**RM1,600.00**

Get to know these and more!

- How coaching differs from counselling and mentoring
- How a coaching culture can foster better team synergy
- The benefits of coaching for personal and professional development

## For enquiries:

Contact: 0374987200 (Ms Thashini, Pn Nazlina)

WhatsApp: 0162541844 Email: [adminmefa@mef.org.my](mailto:adminmefa@mef.org.my) [nazlina@mef.org.my](mailto:nazlina@mef.org.my) [roszana@mef.org.my](mailto:roszana@mef.org.my)

**\*\*In-house sessions are available upon request. Contact us for a quotation\*\***





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## Key Takeaways

By the end of the workshop, participants should have a solid foundation in coaching principles and techniques to enhance the performance of themselves and their team.

### Gain these powerful insights:

- Learn what coaching is and how it differs from mentoring, counseling, and managing.
- Discover the fundamental principles of effective coaching, including active listening, questioning, and goal-setting.
- Develop skills in clear and empathetic communication to build trust and rapport with clients.
- Practice techniques for fully understanding and engaging with what clients are saying.
- Learn how to ask insightful questions that encourage reflection and discovery.
- Get acquainted with popular coaching models and frameworks that can structure your coaching sessions.
- Discover how to give constructive feedback and hold clients accountable for their progress.
- Understand the ethical guidelines and standards that govern effective and professional coaching.
- Learn how to set and maintain appropriate boundaries in the coaching relationship.
- Engage in peer coaching exercises to practice your skills and receive feedback.



## Your Coach

**Farha Uzaimi** is a result-oriented, certified trainer, coach and facilitator with more than 25 years of experience in training and teaching. She has served as the Lead Trainer of HRD Corp TTT for TTT training vendors since 2010. Her recent stint as the Training Manager and Coach at ReSkills EdTech, plus an instructional designer with Petronas ICT, have given her the added advantage in designing, developing and delivering training programs.

Apart from training, Farha has also served in teaching positions such a Language Instructor at various language centers and a Lecturer at private colleges and universities. She has conducted a plethora of HR-related training sessions and English language courses (English for Specific Purpose, English for Speakers of Other Languages, English for Academic Purposes, English for Business Communications) for companies such as PKFZ, Integrated Logistics Solutions Sdn Bhd, IK Academy, and Shell. She has been actively involved in coaching workshops with Corporate Coach Academy, and had conducted 1MGRIP programs, PENJANA programs and Master Trainer Cert IV (TAE40110) Training and Assessment sessions.

Farha has contributed significantly to curriculum development, having been a panel member for NOSS and NCS Z070 for PSMB Certified Trainer, and facilitator for NCS Industry Forward. She has also served on committees and advisory panels for various educational initiatives, including the Diploma in Retail Management. Farha's coaching and mentoring skills have been instrumental in guiding individuals and teams to achieve their full potential.