**On-the-Job Coaching Training Agenda**

**Date(s):**

**Location (city/region and country)**

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| **Hour** | **Topic** |
| **Day 1** | |
| 8:30-9:00 | **Session 1**: Opening, introductions and ice breaker |
| 9:00-9:15 | **Session 2:** CMAM services: strengths and challenges |
| 9:15-9:30 | **Session 3:** Introduction to on-the-job coaching |
| 9:30-10:00 | **Session 4:** Characteristics of a good coach- Facilitation skills |
| 10:00-10:30 | **BREAK** |
| 10:30-12:30 | **Session 4** *(continued):* Characteristics of a good coach- Facilitation skills |
| 11:30-12:30 | **Session 5:** Characteristics of a good coach- Adult learning skills, effective communication |
| 12:30-1:30 | **LUNCH** |
| 1:30-2:30 | **Session 5** *(continued):* Characteristics of a good coach- Adult learning skills, effective communication |
| 2:30-3:00 | **Session 6:** Benefits of coaching |
| 3:00-4:00 | **Session 7:** Coaching techniques |
| 4:00-4:30 | **Session 8:** Overview of the coaching process |
| 4:30-5:00 | **Wrap up** |
| **Day 2** | |
| 8:30-8:45 | **Recap of day 1** |
| 8:45-9:00 | **Session 9**: Coaching Process: Step 1: Introduction and observe work |
| 9:00-9:10 | **Session 10:** Coaching Process: Step 2: Identify strengths and challenges |
| 9:10-9:30 | **Session 11**: Coaching Process: Step 3: Developing a plan |
| 9:30-9:45 | **Session 12:** Coaching Process: Step 4: Get a commitment and follow-up |
| 9:45-10:00 | **Session 13:** Case Studies |
| 10:00-10:30 | **BREAK** |
| 10:30-12:30 | **Session 13:** Case Studies |
| 12:30-1:30 | **LUNCH** |
| 1:30-3:30 | **Session 14:** OTP mock-up and feedback (allow for at least 3 pairs of coach and coachee. Revise timetable accordingly if able to do a field visit). |
| 3:30-4:30 | **Session 15:** Developing a coaching plan |
| 4:30-5:00 | **Wrap up and closing remarks** |