



unitar

United Nations Institute for Training and Research

Unitar Online Catalogue

Demystifying Coaching (2015)

Deadline: 12 Oct 2015

Type:	Seminar
Location:	Geneva, Switzerland
Date:	27 Oct 2015
Duration:	1 Days
Programme Area:	Public Finance and Trade
Website:	http://www.unitar.org/pft/events
Price:	\$900.00
Event Focal Point Email:	michael.adalla@unitar.org

BACKGROUND

Successful coaching leads to self-motivation and a “can do” attitude that is oriented towards pragmatic problem solving and continual improvement rather than avoidance of problems.

We are confronting a new world of complexity and continual change in the workplace resulting in increased intensity, stress and the need to adapt to constant job changes. Coping in the workplace is a challenge in itself that cannot be solved by simply attending workplace learning events. Increasingly, organizations are making use of coaching for managers and senior executives as

well as employees at various levels.

Learning how to make the best use of training/learning budgets for staff development is crucial as resource allocations are forever being reexamined. Increasingly, we realize that people have different learning styles and approaches. Therefore coaching and mentoring is a crucial imperative for organizations today to help individuals find solutions to their problems and seize opportunities in a constantly evolving and changing work environment.

This seminar aims to examine the new competencies required to know how to get the most out of coaching and develop strategic approaches for individual and team transitions. We will examine how coaching can be used effectively to assist individuals to adapt to sometimes difficult and challenging work environments and develop pragmatic approaches that lead to identifying solutions and embracing opportunities with more confidence.

Focus of the Seminar

Executive coaching has become a significant and influential part of the learning and development strategy of many organizations worldwide. This one-day seminar will focus on how coaching works, explore how managers and leaders can use coaching to transform their own leadership approach to more effectively motivate employees, to improve performance of their teams and organizations, and develop their own coaching skills. It examines the key role that coaching can play in the well-being of an entire organization.

LEARNING OBJECTIVES

At the end of the seminar, participants will be able to identify how they can incorporate a coaching approach to raise the performance levels and effectiveness of their teams, and discover that coaching skills are an essential component of the work of managers and leaders in all types of organizations. They will learn to:

- Understand what skills are required to become a successful coach such as active listening and giving feedback by practicing coaching;
- Determine what competencies are key for coaches;
- Appraise different coaching methods;
- Identify when to use coaching, rather than other learning options;
- Determine the first steps in developing a coaching practice or in launching a coaching programme in an organization.

CONTENT AND STRUCTURE

The seminar covers the following sessions:

- Session 1: Understanding what coaching is – and what it isn't
- Session 2: Different types and approaches to coaching
- Session 3: The coaching process
- Session 4: Coaching competencies and skill set
- Session 5: Developing a coaching approach in leading people
- Session 6: Practical experience: trying out coaching

METHODOLOGY

The seminar will use a mixture of teaching approaches including the use of classroom discussions, team work, practical coaching sessions and feedback. In addition to learning from coaching professionals on what coaching entails and its impact, participants will have an opportunity to try out a coaching session and also be coached with the aim of understanding what it involves.

There will also be an opportunity for participants to receive advice from the seminar experts for the development of individual action plans in relation to coaching.

Certificate of Participation: Participants who have fully attended all sessions will be awarded a Certificate of Participation from UNITAR. UNITAR reserves the right to present certificates to participants it considers 'eligible'.

Experts:

Linda Stoddart, Ph.D. (Seminar Director)

Linda Stoddart is a senior executive coach, organizational consultant, experienced manager and leader. She has developed and led numerous executive education programs for senior level managers, and for high potential professionals in academic institutions, international organizations, NGO's and corporations.

Her leadership and innovative management acumen was recognized by the United Nations by selecting her to receive the United Nations 21 Award in 2008.

Linda coaches senior-level executives as well as high potentials who are at a mid-management stage in their careers in a range of sectors including: pharmaceuticals, financial services, information technology, healthcare, publishing, social media, NGOs and international organizations.

Linda currently teaches at the Haute Ecole de Gestion in Geneva and was previously Academic Director of the Master of Science program in Information and Knowledge Strategy at Columbia University. Previously, she was Director of Knowledge Management at the United Nations Secretariat in New York. Earlier in her career she served as the Director of the Bureau of Information Services of the International Labour Organization (ILO), in Geneva, and Professor of Information Management at a business school in France. She also worked at the International Federation of Red Cross and Red Crescent Societies (IFRC), based in Geneva and later in Zimbabwe, and at IMD, (International Institute for Management Development) in Lausanne.

She has a Ph.D. from the University of Wales, Aberystwyth and is the author of a number of articles and other publications. Linda is a graduate of Columbia University's Coaching Intensive Certification Program. She is also certified in the use of the Strategic Leadership Development assessment tool, from the Management Research Group (MRG).

Ethan Hanabury (Visiting Expert, via video conference)

Ethan Hanabury is an award winning senior executive coach, top management team expert, and executive education pioneer who is passionate about helping organizations and their people achieve their goals.

Ethan has worked from the board and C-suite to the emerging leader level. His clients include Verizon, Standard & Poor's, Campbell's Soup, Facebook, the Program for Social Intelligence (MBA and Executive MBA Programs), Executive Education, and various administrative departments at Columbia University, and Saint Joseph's University. Ethan has also worked with Deloitte, ExxonMobil, Time Warner, Morgan Stanley, UBS, Roche, Ericsson, SONY, Aviva, and Bristol-Myers Squibb as head of Columbia's #1 ranked Executive Education programs. Ethan guides his executive clients to clarify their own motivations and those of their stakeholders.

Ethan's strategic insights into business along with his warmth, listening ability, and skillful questioning open his clients to learning. He is results orientated and challenges his clients to take the action necessary to achieve success.

Ethan brings 28 years of experience and perspective as a senior leader and educator to his coaching practice. As Senior Associate Dean at Columbia Business School, he led the teams that brought #1 rankings to Columbia's Executive MBA and Executive Education programs. When he transitioned to consulting and coaching work in 2011, Columbia Business School recognized his legacy by naming one of the graduating student awards in his honor for perpetuity.

Previous to his deanship at Columbia, Ethan was a product manager with Unilever and a CPA with Arthur Andersen. Ethan earned his MBA from Columbia Business School and is a graduate of Columbia's Coaching Intensive Certification Program. He resides in New York City.

TARGETED AUDIENCE

The seminar builds on decades of UNITAR experience in strengthening the knowledge and skills of middle and senior-level officials from around the world. The primary intended beneficiaries of this seminar are:

- Managers from a variety of types of organizations interested in coaching their teams, or being coached;
- Human resource professionals;
- Professionals in any field and at any level who may be in a transition, or a change of career;
- Government and Ministry Officials, Central Bank staff, finance and trade officials;
- NGO and civil society representatives;
- Managers from a variety of types of organizations;
- Aspiring leaders

Please note: The seminar will be conducted in English. Interpretation to other languages will not be available.

ADDITIONAL INFORMATION

Registration Information

Admission Criteria: Acceptance to this seminar is based on professional achievement and organizational responsibility. Early registration is encouraged since events often fill to capacity. Qualified applicants are accepted on a rolling,

space-available basis. Due to the interactive nature of the seminar, the number of participants is limited. Requests for participation received after the deadline will be considered only if space remains available.

Fees:

- Standard fee: USD 1,100
- Early bird fee: USD 900 - reduced rate for early bird registration (payment made on or before 30 September 2015).
- Group booking discount: 10% for five or more registrations, paid at the same time.

In order to guarantee a place, applicants are kindly requested to make the payment as soon as possible.

The fee includes all tuition, lunch, and seminar documentation. Participants are responsible for their own travel arrangements including air ticket, visa, hotel accommodation, insurance, and any other expense related to attending the event.

Payment Method: Credit Card or Bank Transfers

For individual registration: Please register online and pay by credit card or by bank transfer. The UNITAR bank details will be in the invoice automatically generated by our system after you register. If you pay by bank transfer, please send us a proof of payment to reserve your slot. *For group booking (five persons or more):* Please email michael.adalla [at] unitar.org (michael[dot]adalla[at]unitar[dot]org). An invoice will be issued by UNITAR.

Terms and Conditions: Cancellation, Refund, and No Show-Policy: Seminar fees will be refunded, less 150 USD administration fees per participant, if cancellation is received within 30 days from the starting date of the event. Cancellations received less than 30 days before the starting date of the event are liable for the full seminar fee and no refunds will be given. UNITAR reserves the right to reschedule or cancel any event it deems necessary, and will, in such event, make a full refund of any registration fee. If for any reason UNITAR decides to amend or cancel the event, UNITAR is not responsible for covering airfare, hotel or other costs incurred by registrants. A registered attendee who does not submit a written cancellation or attend the seminar is considered a no-show and is not eligible for a refund or credit. Cancellations by telephone are not accepted. Cancellations must be received in writing by mail, fax, or email to Michael Adalla (e-mail: michael.adalla [at] unitar.org (michael[dot]adalla[at]unitar[dot]org) or Fax: +41 (0)22 917 8047). Disclaimer: UNITAR reserves the right to change or

cancel any part of the published programme due to unforeseen circumstances or reasons beyond its control. No liability is assumed by UNITAR for changes in programme, date, content, speakers, and venue.

Information for Participants

About Geneva: Geneva, home to the European headquarters of the United Nations Organization, is commonly known as the “city of peace”. Situated along the banks of Lake Geneva, at the foot of the Alps, Geneva sparkles as one of Europe's most beautiful cities. It is home to numerous international organizations including the Red Cross and is also ranked as one of the world’s most important financial centres. The city of Geneva is a cultural centre, featuring world class entertainment and top rated restaurants. The parks, the old alleyways, and smart boutiques are an invitation to a leisurely visit. Temperature during the month of October is between 7 to 15 degrees Celsius (45 to 59 degrees Fahrenheit).

Conference Venue: The seminar will take place at:

ILO Library
International Labour Organization (ILO)
4 route des Morillons
CH-1211 Genève 22, Switzerland

Travel and Accommodation: Geneva is easily reachable by air from anywhere in the world. Geneva’s international airport has over 130 direct flight connections and is catered to by more than 40 European and international airlines. From the airport, it takes only six minutes to reach the city centre. There are over 130 hotels in Geneva; including 15 five star properties that meet the requirements of even the most discerning guests.

Participants are expected to make their own travel and accommodation arrangements, and to bear the related expenses. For hotel booking and for additional information, please see <http://www.geneve-tourisme.ch/> or contact your travel specialist.

Insurance and Visa: Depending on nationality and the type of travel document possessed, participants may need a visa to enter Switzerland. Participants should enquire directly with the Swiss consulate in their country of residence. Upon request, UNITAR will issue a confirmation letter to support visa applications of participants who have paid the participation fee in full.

Kindly note that **UNITAR cannot apply for a visa on behalf of participants**; it is the participant’s responsibility to secure the required visa and UNITAR will

not be held accountable in case a participant does not receive a visa to enter Switzerland.

UNITAR advises all participants to ensure that they possess medical insurance valid in Switzerland and providing a sufficient amount of coverage in light of the high cost of medical care in Switzerland.

Contact Us

Public Finance and Trade Programme
United Nations Institute for Training and Research (UNITAR)
Palais des Nations, CH-1211 Geneva 10, Switzerland

Michael Adalla

Email: michael.adalla [at] unitar.org (michael[dot]adalla[at]unitar[dot]org)

Tel: +41 22 917 8454+41 22 917 8454 / Fax: +41 22 917 8993

Website: www.unitar.org/pft