



London TDM

# Finance and Accounting

**Course Venue:** Malaysia - Kuala Lumpur

**Course Date:** From 16 August 2026 To 20 August 2026

**Course Place:** Royale Chulan Hotel

**Course Fees:** 6,000 USD

## Introduction

The "Coaching and Development for HR Professionals" course is designed to equip HR professionals with the essential skills and tools necessary to foster a culture of continuous development and empowerment within their organizations. Over five days, participants will explore the core concepts of coaching, enhance their communication abilities, and learn to implement effective development strategies that align with their organization's goals.

## Objectives

- Understand the principles and practices of effective coaching.
- Develop skills to facilitate growth and development for employees.
- Learn to communicate effectively and build trust within teams.
- Master techniques for performance evaluation and feedback.
- Create a personalized coaching and development plan for your organization.

## Course Outlines

### Day 1: Foundations of Coaching

- Introduction to coaching and its importance in HR.
- Exploring different coaching styles and approaches.
- Identifying the skills and qualities of an effective coach.
- Understanding the coaching process and models.
- Establishing coaching contracts and setting clear expectations.

### Day 2: Communication and Active Listening

- Developing active listening skills to foster open communication.
- Using powerful questioning techniques to guide conversations.
- Understanding body language and non-verbal communication cues.
- Building rapport and trust with employees.
- Managing difficult conversations with empathy and effectiveness.

### Day 3: Facilitating Development and Growth

- Creating a culture that supports continuous learning and development.
- Identifying and cultivating talents and strengths within the team.
- Implementing individualized development plans for employees.
- Nurturing leadership and succession planning.
- Linking employee goals with organizational objectives.

### Day 4: Performance Evaluation and Feedback

- Establishing effective performance metrics and evaluation criteria.
- Conducting constructive feedback sessions.
- Recognizing achievements and addressing performance gaps.
- Utilizing 360-degree feedback for comprehensive evaluations.
- Overcoming bias and ensuring objectivity in evaluations.

## **Day 5: Creating a Coaching Culture**

- Implementing a coaching framework within the organization.
- Training leaders and managers to become coaches.
- Sustaining momentum and tracking development progress.
- Evaluating the impact of coaching on organizational performance.
- Developing a personalized action plan for continuous improvement.