



Course Information 2019/20

Life Coaching for Employment

Start Date	January 2020
Time	7.00pm until 9.00pm
Day of week	Tbc (Tues or Wed)
Number of Weeks	10 weeks
Please note this class will not be running in half term w/c 21 October, Christmas holidays, Spring 2020 half term and Easter holiday	
Venue	ELY COLLEGE
Course Fee	£FREE subject to certain criteria. Please contact us for further information.
Course Level	Beginner
Additional Course Cost (e.g. visits, materials, books, assessment fee, equipment)	None
Any skills or qualifications needed for entry to the class	None
Materials required for first class	Pen/Pencil, USB stick, A4 folder.
Course Description: Coaching skills are highly sought after in the workplace and a key competence in managers and leaders across a wide variety of sectors. This course will cover the fundamental skills, features, and benefits of life coaching, enabling students to identify their goals and work towards achieving them with momentum and confidence. The advantages of the course are twofold: participants will not only experience being coached but will also coach others, developing their own interpersonal and communication skills particularly in active listening and powerful questioning. From an employment perspective these skills are crucial in identifying what it is you wish to do and also essential in being successful in interviews and in the workplace once a role is secured.	

This course is also suitable for anyone looking to be more effective in identifying and achieving their goals, be it in their existing career, identifying a new career, or indeed other areas of their lives as the principles are transferable.

Main course content includes:

- What coaching is, and what it isn't
- The *GROW* coaching model and how you can use it
- Tools and resources to help you decide what you really want
- How to set goals and work towards achieving them
- Thinking creatively and generating new options and ideas to move forward
- Understanding and maintaining your motivation levels, and overcoming distraction and procrastination to be more productive.
- Using the DISC personality profiling tool to understand yourself and others.

How Progress & Success will be recorded: You will also be encouraged to complete an individual learning plan to monitor your progress and achievement throughout the course.

Any further next steps

Progress onto further courses offered at Ely College

What else will you need to do	We ask all students to complete an enrolment form which asks for details required by the Education & Skills Funding Agency & the County Council and is a requirement of entry to the course. We ask for full payment prior to the course beginning. Please note refunds can only be made if a class is cancelled or closed.
What else do we ask of you	Please can you let us know if you have any attendance problems and if you are not able to attend the class (contact details below). We like to know if you have a problem.
How do we know if you are happy with your course	We will ask you to complete a course evaluation, giving us your feedback on the course, tutor & college. You are always welcome to feedback directly to us at any time during your course to help us improve our services & courses.

Funding

Some of our courses are funded through the Adult Education Budget allocated by the Cambridgeshire and Peterborough Combined Authority (CPCA) or the Education and Skills Funding Agency (ESFA) and part financed by the 2014-20 European Social Fund (ESF) programme. This funding is managed by Cambridgeshire County Council, Adult Learning and Skills. A short video covering the background of ESF, what it does, how it helps and who benefits is available on the European Union website: <http://ec.europa.eu/esf/home.jsp>

How we use your data

<https://www.gov.uk/government/publications/esfa-privacy-notice>

Safeguarding

Arrangements have been made to make sure that you are safe at our Centres. If you feel you are not safe for any reason, for example through verbal or physical abuse or you have been discriminated against, please tell your tutor or the Centre Manager, who will investigate to ensure your safety.

Equality and Diversity

We are fully committed to equality of opportunity and welcome enrolments from all adults aged 19+. We positively encourage all learners with any concerns about specific needs which might affect their learning to discuss their requirements with us in confidence. We believe that everyone is entitled to learn in an environment that is free from discriminatory behaviour so that we build a community based on mutual trust and respect. We will do our best to ensure that resources and equipment are accessible to all and make reasonable adjustments to ensure that all learners can access activities.

Cambridgeshire County Council, Adult Learning and Skills service supports a wide range of other adult learning opportunities across Cambridgeshire to support adults with the lowest level of qualifications, or no qualifications at all, and so typically find themselves in lower paid, less secure jobs or unemployed. Search our website www.cambsals.co.uk for details of all our funded courses.

Please contact us for further information

Tel: 01353 664853

Email: community@elycollege.co.uk

Web: www.elycollege.com/community

Address: Community Education, Ely College Downham Road, ELY,
Cams CB6 2SH



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& PETERBOROUGH**
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