

# Leadership and Coaching

## Executive and Leadership Coaching

<b>Description:</b>	Executive and Leadership coaching sessions (from 1 hour) for business leaders and managers with an ILM Level 7 accredited coach.
<b>Course Content:</b>	Individual / one-to-one coaching for actual and potential business leaders, allowing them to develop through the facilitation of the coaching process.
<b>Group Size:</b>	One-to-one
<b>Participant profile:</b>	Actual or potential business leaders.
<b>Location:</b>	In-company or other suitable location.
<b>Recommended Length:</b>	60 to 90 minute sessions
<b>Course Fee:</b>	From £50 per hour
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Leadership and Team Management

<b>Description:</b>	Training for business teams, real or virtual, monocultural or multicultural, allowing leaders and members to perform to the best of their ability through building strong relationships, communicating effectively and achieving better results.
<b>Course Content:</b>	Tailored to fit client but typical areas may include: Effective communication Leadership and management Managing across differences Building and using diverse teams Coaching and coaching approaches Leading virtually Working in virtual teams and virtual communication Leadership styles Time management, micro-management, delegation and over-delegation Interpersonal skills (influencing, giving and receiving effective feedback, decision-making, conflict-handling and trust-building) Working and communicating across cultures Functions for business (presenting, telephoning, communicating virtually, chairing and participating in meetings, negotiating)
<b>Group Size:</b>	4 – 12 participants is recommended.
<b>Participant profile:</b>	Participants must have a high level of English. They will be middle or high-level managers or part of a development scheme or talent management plan.
<b>Location:</b>	In-company or other suitable location.
<b>Recommended Length:</b>	12 – 14 hours over 2 days.
<b>Course Fee:</b>	£1500 for 2 days for a group of up to 12.
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>

## Leadership and Management Communication in English

<b>Description:</b>	<p>Part language and communication training and part coaching, this is a unique offering in corporate training: a specialised course for international business leaders and high level managers aimed at developing not only English language for international business, interpersonal skills (including influencing, conflict-handling and trust-building), intercultural competences and functional abilities (such as presenting and negotiating), but also leadership and management.</p> <p>The course is delivered by a highly experienced international trainer and coach qualified in language and communication training to MA level and accredited as a level 7 by the ILM (Institute of Leadership and Management).</p> <p>This course would be of benefit to high-level managers and leaders or as part of a talent development plan.</p>
<b>Course Content:</b>	<p>Tailored to fit client but typical areas may include:</p> <ul style="list-style-type: none"><li>Effective communication</li><li>Leadership and management</li><li>Managing across differences</li><li>Building and using diverse teams</li><li>Coaching and coaching approaches</li><li>Leading virtually</li><li>Leadership styles</li><li>Time management, micro-management, delegation and over-delegation</li><li>Interpersonal skills (influencing, giving and receiving effective feedback, decision-making, conflict-handling and trust-building)</li><li>Business English</li><li>Business tools and analysis</li><li>Working and communicating across cultures</li><li>Functions for business (presenting, telephoning, communicating virtually, chairing and participating in meetings, negotiating)</li><li>Writing for business</li></ul>
<b>Group Size:</b>	4 – 12 participants is recommended
<b>Participant Profile:</b>	High-level actual or prospective company and departmental leaders (non-native speakers of English)
<b>Location:</b>	In your company or other suitable venue
<b>Recommended Length:</b>	Up to 30 hours over 5 days is recommended.
<b>Course Fee:</b>	From £4200 for a group of up to 12 (inclusive of training, expenses and travel)
<b>Booking:</b>	E-mail <a href="mailto:ben@bd-comms.co.uk">ben@bd-comms.co.uk</a>