

# Introduction to Coaching and Mentoring Skills

**Thursday 8th September 2022**

Clayton Hotel, Sweet St, Holbeck, Leeds LS11 9AT  
9am Registration, 9.30am Welcome and 4.30pm, Close

This course aims to provide delegates with:

- Describe the similarities and differences between coaching and mentoring approaches
- Apply a coaching model to structure coaching conversation
- Develop enhanced skills including active listening, supportive and challenging questioning techniques, reframing and developmental feedback
- Build rapport and respectfully challenge assumptions, perceptions and limiting beliefs to enable wider perspective and generate more options
- Opportunity to reflect on strategies to support the wellbeing of others and yourself
- Use coaching models and tools to ensure you use an effective approach in your relationships with trainers and trainees

## About our speaker:

Emily Muirhead is a GP, educator and an executive ILM qualified coach in West Yorkshire. She is a senior appraiser for RO's and medical directors through NHs E&I. Emily is passionate about communication and using these skills to facilitate a better work life balance to avoid stress and burnout

## Course Fees:

**£210.00**

All learning materials, lunch and refreshments are included.

## Reservations:

Please complete the reservation form and email to [andrewsimscentre.lypft@nhst.net](mailto:andrewsimscentre.lypft@nhst.net)

If you are paying by debit or credit card, why not BOOK ONLINE and receive a £10 discount on the advertised price?

## Study Methods and Accreditation:

Lectures, small group work, group discussions, question and answer sessions, case studies, case directed discussions etc. This course is eligible for 6 CPD hours subject to your peer group approval.

## This conference is suitable for:

All healthcare professions



# Andrew Sims Centre Reservation Form

Course Title: Introduction to Coaching and Mentoring skill

Date: Thursday 8 September 2022



Leeds and York Partnership  
NHS Foundation Trust

## YOUR DETAILS

PLEASE PRINT YOUR DETAILS IN BLOCK CAPITALS

Title ..... First Name .....

Surname ..... Job Title .....

Speciality .....

Trust / Organisation .....

Preferred Mailing Address .....

..... Postcode .....

Work Telephone ..... Mobile .....

Email .....

Dietary ..... Other .....

Signature ..... Date .....

## NEWSLETTER AND MARKETING

We want to stay in touch, to let you know about our future courses, discounts and ASC news. If you want to receive this information via our email Newsletter, sent every two weeks, please click [here](#).

## COURSE FEES

[ ] One Place £210.00

## BOOKING & PAYMENT OPTIONS

Please choose ONE of the following payment options (1 to 6)

- ONLINE:** andrewsimscentre.nhs.uk and RECEIVE £10 DISCOUNT
- TELEPHONE:** 0113 855 5638
- EMAIL:** andrewsimscentre.lypft@nhs.net
- BACS:** Account Number: 10003312 Sort Code: 60-70-80  
Please use ref ASC080922-DELEGATENAME
- INVOICE:** Please send a copy of Purchase Order with delegate details to andrewsimscentre.lypft@nhs.net  
Trust .....

Purchase Order Number .....

- LYPFT Internal Transfer:**  
Budget Holder Name.....  
Budget Holder Email .....

Budget Code: .....

Budget Holders signature .....

Budget Transfer will occur in **September 2022**

All Payment must be received in advance of event.

## HOW TO BOOK

If you are paying by debit or credit card, please BOOK ONLINE, otherwise please complete the reservation form and email it to [andrewsimscentre.lypft@nhs.net](mailto:andrewsimscentre.lypft@nhs.net). Please check individual courses for venue details.

## PAYMENT METHODS

We prefer to receive payment by credit card. If you would like us to invoice your organisation, a copy of your Trust's or organisation's official purchase order must be enclosed with this booking. **Payment must be received before the course date.** If payment is not received by the day of the course, you will be asked to guarantee your place with a personal credit card on the day. Leeds and York Partnership NHS Foundation Trust staff must provide a budget code and budget holders authorisation.

## ACCREDITATION

This course is eligible for 6 CPD hours subject to your peer group approval.

## THE VENUE

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

## CONFIRMATION OF RESERVATIONS

All reservations will be confirmed immediately in writing. Further details including programme times and venue information, will be forwarded approximately 2 weeks prior to the event date. Please ensure you have provided an email address as all booking confirmations will take place by email.

## RESERVATION & CANCELLATION POLICY

Cancellations must be received in writing at least two weeks prior to the course date to be entitled to a refund, which will be subject to a 20% administration fee (minimum £20). We regret that cancellations received after this date cannot be refunded, and refunds cannot be made for failure to attend the event. However, a substitute delegate will be welcomed in your place at any time.

## FURTHER INFORMATION

The Andrew Sims Centre ("ASC") is part of Leeds and York Partnership NHS Foundation Trust ("LYPFT"). Your personal information will be stored and processed by the ASC, Stripe and HMA according to the General Data Protection Law ('GDPR'). If you would like further information about this please contact us. Your personal information will be used by the ASC to process your application to attend our events.

If you would like to keep up to date with our events and activities, please tick [ ]

If you have booked with the ASC before and already receive our Newsletter and want to unsubscribe please tick here [ ]

If you would like your details to be made available to our third-party partners such as selected event co-partner organisations, or to companies sponsoring or exhibiting at our events, please tick [ ]

