



## TERMS OF REFERENCE:

### APPOINTMENT OF SERVICE PROVIDER TO DELIVER COACHING SKILLS FOR MANAGERS COURSE

#### 1. Purpose

The Directorate: Human Resources Development requires the appointment of accredited and credible service provider to deliver the Coaching Skills for Managers course.

#### 2. Background

The Department of Public Works has in line with the National Skills Development Act and Human Resources Development Strategy conducted a training needs analysis in Head Office for the current financial year to identify the training needs of the Units and developed a Training Plan for implementation of those needs.

Coaching Skills for Managers course was identified by one (01) delegate in the Chief Directorate: Internal Audit.

#### 3. Expected Outcomes/ Deliverables

This course will help the delegates to immerse himself in coaching skills and implement coaching conversations that evoke awareness effectively within his workplace in order to empower others to maximise their work-related potential, performance and growth.

##### 3.1 The course should cover the following areas:

- Introduction to Coaching Skills for Managers,
- Change Principles; NeuroScience Approach,
- Coaching Skills Introduction Session,
- Setting the Demonstrating Ethical Practice, Embodying a Coaching Mindset,
- Co-creating the Relationship Part 1: Establishing and Maintaining Agreement, Cultivates Trust & Safety and Maintains Coaching Presence,



- Co-creating the Relationship Part 2: Establishing and Maintaining Agreements, Cultivates Trust & Safety, and Maintains Coaching Presence,
- Communicating Effectively: Listens Actively and Evokes Awareness,
- Cultivating Learning and Growth,
- Coaching Conversation Practice and Feedback,
- Observed Session Reflection: Group Reflection & Feedforward Session,
- Working with individuals in the context of Teams and
- Wrap Up – Continuing developing quality in coaching knowledge and skills.

### **3.2 Duration**

The course would be presented online, over a period of twelve (12) weeks.

### **3.3 Total number to be trained**

One (01) employee from Head Office is to attend the course.

### **3.4 Certification**

Employee should be awarded certificate of attendance.

### **3.5 Training date**

Training dates shall be determined by the appointed service provider.

### **3.6 Specific professional experience and special requirements**

The service provider would be chosen for their training experience and proven relevant experience in facilitation of Coaching Skills for Managers course. The successful bidder must provide a competent facilitator for this and must avail the facilitator's profile should the department require and this must be done within the stipulated time –frames.

### **3.7 Special Requirements**

It is a requirements that all service providers facilitating any type of training must be registered/ accredited with the relevant Education Training Quality Assurance (ETQA) Body or Professional Body/Council and must submit a letter confirming accreditation/decision number.



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**3.8** All disbursements must be included within the cost per delegate.

#### **4. Enquiries**

All enquiries should be directed to:

**Ms Tumelo Sibandze**  
**Training and Development**  
**(012) 406 1157**