

Workshop – Training – Coaching

Definitions

In **everyday language**, the **terms workshop and training** often are **used interchangeably** – and it can also be the case that the term **coaching** is mixed in. **To avoid misunderstandings** from the beginning, it is **important to define all terms and differentiate** them from each other. On this basis, everybody knows exactly to which kind of format you are referring and which methods and frame lie behind it.

	Workshop	Training	Coaching
Format	<ul style="list-style-type: none"> Meeting where a group develops new concepts, ideas or solutions for a defined topic or problem 	<ul style="list-style-type: none"> Meeting where a group through their own performance and doing learn new skills – with the aim to acquire a certain qualification (The term originally derives from the semantic field of sport) 	<ul style="list-style-type: none"> Periodical, confidential meeting where a person (= coachee) is accompanied by a coach to go more easily through a transformative or change process Also, a coaching of groups is possible
Lead	<ul style="list-style-type: none"> Lead by a neutral and impartial moderator that structures the different speeches and visualises the results – no intervention on the content level of the topic 	<ul style="list-style-type: none"> Lead by a trainer that gives professional input and supports the group as sparing partner and feedback provider 	<ul style="list-style-type: none"> Lead by a coach that supports the coachee through systemic questions and various methods in finding his or her own solution for the current problem
Activity	<ul style="list-style-type: none"> High activity of the group – the content result of the workshops depends 100% on the engagement of the group 	<ul style="list-style-type: none"> The activity of the group changes between active and passive phases, in that the subject matter is received and processed by the participants Focus on practical exercises, repetition methods and transfer into the own work field 	<ul style="list-style-type: none"> High activity of the coachee – in him or her lie all solutions for the current topic
Result	<ul style="list-style-type: none"> The results of the workshop are unknown beforehand – only the topic is defined or the problem that the participants work on and want to find ideas for 	<ul style="list-style-type: none"> The aim of the training is to find options for the participants in dealing with difficulties or challenges (e.g. in conflict situations) that help them and expand their courses of action 	<ul style="list-style-type: none"> The aim of a coaching is to help the coachee in going through his or her transformative process easier and gain more awareness and courses of action for the own topic

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Structure	<ul style="list-style-type: none"> ⌚ Workshops are often structured by the following scheme: <ul style="list-style-type: none"> ○ Preparation phase (Defining the aim of the workshop and the participant group) ○ Checking in and orientation (What is the topic? What are the framework conditions?) ○ Collection of topics (Which previous ideas are related to the topic?) ○ Selection of topics (About which ideas do we want to talk on a deeper level?) ○ Working on topics (What are possible ways of realisation? What kind of solutions do we see?) ○ Action plan (Who takes care of what until when?) ○ Conclusion phase 	<ul style="list-style-type: none"> ⌚ Trainings can be structured in various ways – possible is the following structure: <ul style="list-style-type: none"> ○ Arriving of the participants (Getting to know each other, expectations) ○ Develop motivation for the topic ○ Presentation of the topic through the trainer/ Development of the topic through the participants ○ Practices for deepening the topic ○ Practical transfer of the topic to the own work field ○ Integration of the learned content (What do I take from the training for my own life?) 	<ul style="list-style-type: none"> ⌚ A coaching normally follows the subsequent structure: <ul style="list-style-type: none"> ○ Contact Phase ○ Initial talk and contract clarification: What is the topic? And what is really the topic? (Exploration of the topic) ○ Defining goals and talking about framework conditions ○ Working phase: Exploring the topic, working on it and preparation on returning into the daily system (e.g. with help of the 5-Thresholds-Processmodel) ○ Conclusion: Looking back on the aim of the coaching and reflection

References:

Kathrin Behme: *Der Körper im Kommunikationstraining. Eine qualitative Inhaltsanalyse ausgewählter Literatur* (AV Akademikerverlag), 2013

Documents by Peggy Kammer and Rainer Molzahn about contract clarification in coaching (<https://www.transformatives-coaching.org/>)