



Coaching Employees Workshop

GOAL: The goal of this 4-hour workshop is to teach managers the skills needed to effectively and successfully develop and coach their team members.

BENEFITS OF COACHING TRAINING:

- Help team members to become better and more consistent performers
- Increase the skill and capability of every member of their team
- Develop a work environment of growth and development.
- Build stronger relationships with coworkers
- Maximize the on-the-job behavior changes through a training and development intervention
- Increase team spirit, cooperation, and job satisfaction

HOW THE PROGRAM WORKS: Through instruction, participants will learn the skills and attitudes necessary to effectively impact the learning process and coaching moments of their teams.

PROGRAM OUTLINE:

- **Personal Characteristics of an effective coach**
- **Coaching:** What it is and is not; benefits of coaching; the leader's role.
- **Style differences:** Personality and learning styles
- **The Coaching Process**
- **The value of communication, listening, and feedback**
- **Action planning and coaching practice**

METHODOLOGY: Training sessions are comprised of lecture, written exercises, large and small group discussions, skill practice, PowerPoint presentations. Workshops materials include participant guide and coaching tools and resources.