

Coaching Essentials Business Skills

Course Length: 1/2 day

Course Description

As a leader in your organization, you are expected to help people meet or exceed expectations and to help ensure productivity and profitability for the organization. Coaching is a leadership tool that is effective in improving performance and contributing to the goals of the organization. In this course, you will explore the benefits of coaching, coaching approaches, how to develop an action plan, and methods for ensuring the coaching process is successful.

Performance-Based Objectives

Upon successful completion of this course, you will be able to:

- ✓ Establish the coaching relationship.
- ✓ Identify methods of conducting the initial coaching conversation.
- ✓ Execute an action plan.

Course Content

Establishing the Coaching Relationship

- Observe Performance Before Beginning to Coach
- Initiate the Coaching Relationship

Conducting the Initial Coaching Conversation

- Practice Active Listening Skills
- Determine the Coaching Approach
- Have the Initial Coaching Conversation

Executing the Action Plan

- Create the Action Plan
- Modify the Action Plan
- Recognize That Goals Have Been Met