

# Coaching: A Leadership Skill

## Course Overview

Being a coach involves being a role model, sometimes a counselor or supporter, and always a guide. Coaching is based on a partnership that involves giving both support and challenging opportunities to employees. Knowing how and when to coach is an essential skill that can benefit both you and your organization. This workshop will help you become a better coach in all senses of the word.

## Learning Objectives

By end of this training workshop, participant will be able to:

- Understand how coaching can be used to develop their teams.
- Develop the coaching skills that help improve individual performance.
- Demonstrate the behaviors and practices of an effective coach.
- Recognize employees' strengths and give them the feedback they need to succeed.
- Identify employee problems and ways that a coach can help to correct them

## Target Audience

This course is designed for staff with responsibilities to do on-the-job training, knowledge and skill transfer for others such as: managers, team leaders, project managers and supervisors.

## Methodology

The training course is delivered through presentations & discussions, group work, videos and case studies.

## Duration

One Day

## Course Outlines

1. What is coaching?
2. The two schools of coaches
3. Top five critical coaching skills (Communication, Helping others, Mentoring, Teaching, Challenging)
4. Learning styles and principles
5. Methods of feedback
6. Benefits/consequences approach
7. Dealing with problem employees
8. Other skills involved in coaching
9. When not to coach?
10. Personal development plan