

Coaching Steps

Course Description

Coach your staff to success! Coaching can play a significant roll in maximizing employee performance. It can also be instrumental in improving your management performance. Now, with his course, you'll discover the essentials of coaching, including how to do it, and why it is necessary in today's business environment.

This course also addresses ways to coach employees with special needs, including underachievers, overachievers, and those with disabilities. With coaching skills, you understand how to develop an effective action plan for improving communication, trust, cooperation between you and those you manage or supervise.

This course provides reliable guidance and practical application skills for businesses and employees who want to enhance job performance and productivity. This course is a smart investment for any business or employee looking to get ahead in today's competitive business environment.

We are measured by the foot!

Course Length: 6 hours
1 hour lunch with two 15 minute breaks

Prerequisite:
None



Syllabus

Why coaching?

- ▣ Supervisory Behavior
- ▣ What is Coaching?
- ▣ Characteristics of an Effective Coach
- ▣ Benefits of Coaching
- ▣ Excuses

Opportunities for Coaching

- ▣ Cost of a Failing Coach
- ▣ The Orientation Process
- ▣ Developing Current Employees

A Model for Effective Coaching

- ▣ The Coaching Process Model

Building Interpersonal Relationships

- ▣ Coaching for Better Relationships
- ▣ Importance of Solid Communication
- ▣ Helping Your Peers
- ▣ Advising Your Boss

Effective Feedback

- ▣ Types of Feedback
- ▣ Encouraging Feedback

Types of Performers

- ▣ Employee Assessments
- ▣ Dealing with Poor Performers
- ▣ Types of Performers
- ▣ Dealing with Superstars
- ▣ Coaching Special Needs

Documentation

- ▣ Establish Documentation Systems

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Steps to success!SM



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