

# Coaching Job Skills

"I do a lot to motivate the team to meet our department's quarterly targets. But is that really job-focused coaching?"

Managers are responsible for so much these days - hiring staff, meeting budget targets, and achieving department goals. It would be easy to simply ignore individual job task coaching. Shouldn't managers spend their time driving team performance, and not developing individual performers?



Coaching Job Skills provides the tools necessary to successfully coach individuals to perform a job, task, or skill. But, in order to achieve results, the coaching must go beyond just showing how to do something. Coaching involves observing, analyzing, demonstrating, and giving feedback. It is a process of developing relationships with team members - relationships that can ultimately build the trust and respect that is the foundation of successful organizations.

## Program Description

Coaching Job Skills helps managers learn how to effectively coach individuals through a process of observation, analysis and communication. By carefully planning one-on-one discussions, managers can have the greatest impact and gain individual commitment to achieving results. Throughout the workshop managers will review video presentations and case studies, participate in group discussions, practice new skills and receive immediate feedback. Managers leave the workshop with implementation tools, troubleshooting guides and additional resources to help them apply the skills they have learned on the job. The 4-hour workshop is designed for 6-18 participants and includes the following:

- **Coaching Job Skills**
- **The Coaching Process**
- **Identifying Coachable Performance Problems**

## organizational impact:

**Coaching Job Skills** will enable managers and team leaders to:

- Understand what coaching is, why it is important, and how it supports individual and company goals
- Prepare for a coaching session by using observation and analysis to build a plan for a successful dialog
- Hold a coaching conversation that improves an individual's performance and increases productivity
- Use coaching as a way to build a valuable sense of teamwork between the team leader and team member through communication, shared goals and collaboration