

# COACHING FOR EXCELLENCE



## OBJECTIVE

- To learn the leadership tools and techniques to help managers increase their employee's performance, involvement and ownership

## WHO SHOULD ATTEND

- Owners
- Supervisors
- Managers

## SESSION DETAILS

- One full day session
- Between 10-20 participants
- Interactive format
- Take-away resource guide

## BENEFITS TO BUSINESS

- Provides managers with tools to deliver effective feedback and professional coaching
- Addresses the main obstacles that prevent managers from becoming effective coaches

## PROGRAM AT A GLANCE

This workshop will provide managers with the skills and tools to coach and develop their employees, motivate their team, and manage performance. Leadership tools and techniques that are provided to help managers increase employee's performance, involvement, and ownership in developing workplace solutions.

### Coaching Defined

The Benefits of Coaching Your Employees  
4 Obstacles Managers Face

### Learning Styles

Learning style inventory  
Your profile  
Opportunities to Coach

### Informal Coaching

Informal Technique Defined  
7 Ways to Improve Employee Performance  
Importance of Feedback

### Formal Coaching

Formal Technique Defined  
Setting the Stage  
4-Step Process - In Action  
Coachable Moments

### Action Plan and Formal Coaching Checklist