

Priority® Coaching

Who Should Attend:

Any manager, strategic coach, supervisor, or team leader responsible for one-on-one coaching of staff.

Format:

- 1-day workshop

Tools Provided:

- Learning Guide
- Coaching Plan
- Learning and Review Logs

Related Training:

- This course is a follow-up to other courses in our Time & Workload Management series.

Be a workplace coach and release your colleagues potential with Priority's training workshops

Learn how to help staff and colleagues optimize and enhance their priority and business skills training by providing a motivational environment, setting expectations, and lending support.

Apply the communication planning and leadership skills you acquired in our workshops to activate and maintain priority planning and business techniques throughout your organization.

This course will help you:

- Coach individuals and teams confidently
- Set expectations for continuous improvement
- Spread responsibility for performance to the individual
- Enjoy and encourage the impact of the individual's greater sense of achievement
- Improve the coaching experience each time

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A Better Way To Work

For more information and to see how Priority Management can help you work smarter, call your local Priority Management office or contact us at: www.prioritymanagement.com/contact_us

Detailed Synopsis:

Priority Coaching

The Priority Coaching Workshop will help you release the potential talent and skill of your people. Training gets them to a certain level – but it is your coaching that will keep them developing and continually improving their performance. Coaching is not instructing, telling or prescribing – coaching is a process of self-awareness initiated by the coach. It takes place on-the-job, is learner centred and for the most part the learner takes responsibility. As a coach, you will find you benefit! The individual performs better, relationships and communications improve, the working environment is less stressful, and individuals become more responsible for their own performance.

Unit 1 - Definition of Coaching

We discuss what coaching is, and what it is not. We distinguish between training, coaching and mentoring. We introduce the Coaching Model, a 5 Stage 13 Step Process that ensures your coaching is based on a clear plan and agreed objectives for you and your learner.

Unit 2 - Stage 1: Competence Review

The first stage of any coaching is to jointly agree on the learner's current skills and how they use these on-the-job. You will use two customized documents – a Learner's Review, and a Coach's Review Log. These are used at the Coaching Review meeting. You will work on both generic and your own coaching review during this stage. You will also start the formal Coaching Plan, which gets the learner to agree with you their priority improvement areas, and decide objectives, specific actions, and hands-on opportunities for coaching. We include for discussion in this unit two 'theories' – Skill development, and Learning styles – and how these impact on your coaching.

Unit 3 - Stage 2: Opportunity Creation

This unit explores how hands-on opportunities are created, and discusses the responsibilities of the coach to delegate authority, scope and empower the learner. The benefits of pre-briefing and practice are examined. A further 'theory application' is introduced – Expectations and motivation.

Unit 4 - Stage 3: Action Event

You will find there are two different but potentially equally effective ways for the 'action event' to be assessed. The first is for you to observe the event, the second is for the learner to self-assess. Both have unique advantages – it is your skills as coach after the event that will ensure the performance improvement is achieved.

Unit 5 - Stage 4: Consolidate Learning

This unit starts with a further 'theory application' – Coaching Styles. You will then consider your responsibilities to ensure the learning was correctly self assessed, how to build on the learner's self-assessment, and jointly agree on adjustments before the next opportunity/action. You continue to use the support documents that you and the learner use to manage the coaching process.

Unit 6 - Stage 5: Habituate Process

This unit outlines the steps the coach and the learner need to take to evaluate progress, and identify and plan the next steps. Coaching is a continuous performance improvement process. The unit ends with a 'bringing it all together' exercise, incorporating a checklist for your ongoing reference.

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Unit 7 - Coaching Implementation

The final unit considers coaching from a management viewpoint – the benefits of coaching for the organization, coach and learner; the opportunities available for coaching; and the obstacles or challenges manager's raise about coaching (mostly myths!). We provide a simple planning format, and encourage you to prepare a personal plan to either initiate a coaching process into your team, or make incremental improvements to the coaching you are already doing. Copies of all the documents we use during the workshop are provided for you to use back on-the-job, and we are happy to discuss your ongoing copying requirements.

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