

# Coaching Performance

## Purpose

This course is designed for individuals who have the responsibility to set standards, provide on-the-job training, and give feedback on performance.

## Description

Time to put on your coaching hat. What happens first? Who does what? You'd better know because employees are looking to you for direction. Using a model that encompasses all aspects of performance, this module focuses on coaching.

## Outcomes

- Establish ongoing performance conversations as the norm.
- Set expectations.
- Communicate and train for successful work.
- Use praise to reinforce positive performance
- Coach to seek improvement

## Features

- Learn a process for directing performance that will help in almost every coaching situation
- Practice coaching in a safe environment
- Network and learn from and with others in the organization
- Standardization of terminology and expectations throughout the organization related to directing performance and coaching

## Course Approach

Large- and small-group discussions and activities, trainer-presented material, and on-the-job application

## Module Specifications

Facilitator Guide includes:

- ✓ A list of all supplies and materials needed
- ✓ A room arrangement for effective learning
- ✓ Schedules for leading a full-day event or a half-day event
- ✓ Masters for activities, additional handouts, and/or flip charts
- ✓ Trainer's notes and thumbnails of related PowerPoint slides
- ✓ Full participants' guide with answers, making facilitation easy
- ✓ "Facilitator Tips" for making the most of the learning time
- ✓ A CD with PowerPoint slides

Participant Guides are workbooks to be used during the training, including application pages that will help participants put learning into action on the job.

The Halbert Company can also provide trainers to help you implement this training.