

COACHING JOB SKILLS

OBJECTIVES:

- **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.

SKILL POINTS:

- Observe and Analyze Performance.
- Identify Area of Performance that Needs Improvement.
- Demonstrate How Task Should be Performed and Ask Team Member for Questions.
- Have Team Member Demonstrate and Give Team Member Feedback on Performance.
- Set Up Time for Review.