

Coaching for Development: Skills for Managers and Team Leaders (1st Edition)

Course Specifications

Course Number: CCT-038_rev4.0

Course Length: Self-study or Classroom Training

Course Description

The 50-Minute Manager Series was designed to cover critical business and professional development topics in the shortest time possible. Our easy-to-read, easy-to-understand format can be used for self-study or classroom training, or even office training. With a wealth of hands-on exercises, the 50-Minute books keep you engaged and help you retain critical skills.

Upon finishing this book, you will have the skills to find out how to assess coaching needs, discover the six tools essential to coaching success, understand the roles of a coach, and learn how to supply the right advice and support. Today's business environment is requiring managers to act more as coaches than "bosses." They must motivate and lead, as well as become facilitators who empower through a common vision. Through effective coaching, managers can improve performance, personal growth, and increased job satisfaction for their employees and themselves.

Course Objective: The learning objectives for Coaching for Development are listed below. They have been developed to guide you, the reader, to the core issues covered in this book.

The objectives of this book are:

- To explain the role of manager as coach
- To clarify the meaning for five roles of coaches
- To give examples of techniques in quality coaching decisions

Course Content

Section 1: The New Role of Manager as Coach

Managers' New Roles
Long-Term Implications

Section 2: Coaching for Development

What Is Coaching for Development?

Section 3: The Roles of a Coach

The Five Roles of a Coach
Sponsor
Mentor
Appraiser
Role Model
Teacher

Course Outline

Case Studies: Coaching for Development

Section 4: Tools for Coaches

Six Tools for Coaches

Action Plan for Success