

Coaching and Developing your Team – Course Outline

Duration: **3 Hours**

Course Description

Understanding how to develop your staff is a key management skill. People who are coached and trained properly are more motivated, make less mistakes, are more confident and likely to stay with you. Retaining great staff is key as organisations grow and for smaller businesses the loss of a couple of key members can put a real strain on the effectiveness and growth potential.

Understanding how to coach, mentor and train your existing staff is a very important part of your role as manager or team leader. People have very different learning styles and if you can vary your approach to match their needs you will get a better result.

There are many different types of activity and approaches which can give you significant results in a relatively short period of time. Coaching can be an very effective way of dealing with people whose performance is not meeting expectations and well as those whose performance shows real potential for development.

This workshop explains the difference between coaching, mentoring and training and when to use different methods. You need all of your team to feel like they are valued and are being given the change to develop. Just because someone is very good at one particular role doesn't mean that's all they can do. Coaching helps everyone reach their potential and developed people are normally loyal and effective team members.

What will it cover?

- Understanding the learning process
- Know how to recognise different learning styles
- Be able to tailor development approaches to different people who are at different stages
- Be able to identify learning needs
- Devising a training and coaching plan
- Structuring coaching and mentoring
- Developing your skills in coaching and mentoring
- Understand different development techniques for enhancing learning
- Strategies for embedding learning

Who Should Attend?

Anyone who is responsible for developing the skills, knowledge and capability of others.