

# Coaching for Employee Development



## OVERALL OBJECTIVE

The **Coaching for Employee Development Workshop** aims to equip participants to successfully establish coaching relationships and to ensure optimal value and accelerated development for the individual/s being coached in line with identified development requirements and plans.

## OUTCOMES

By the end of the intervention, participants will:

- Increase the effectiveness of their own coaching
- Increase understanding of coaching relationships
- Be able to identify the potential competence in others
- Be able to determine the actions required to create an enabling environment for development coaching to take place
- Have tools to assist in coaching:
  - good performers to enhance their skills
  - employees not meeting expectations
  - individuals with new job tasks
  - planning of development
  - planning of careers
  - difficult employees
  - new employees
- You will walk away with a toolkit with which to engage the employee you will be coaching.

## CONTENT

### Prepare for the Coaching

- Determine What is Coaching
- Review My Role Model
- Understand Adult Development
- Understand the Coaching Stages
- Understand Different Coaching Styles
- Establish Parameters for Development Planning Discussions
- Having an Effective Development Planning Discussion
- My Approach to Development Discussions
- Establish Support Roles

### Start the Coaching Journey

- Create a Coaching Contract
  - Establish the Coaching Parameters
- Perform Accurate Learner Needs Assessments
- Establish a Development Action Plan
  - Establish Progress Measurements
- Set the Coaching Objectives
- Use the Most Appropriate Approach
- Handle Introduction to the Coaching Effectively
- Clarify Expectations in the Coaching Relationship
- Work with Performance Contracts (objectives, deliverables, and measurement)
- Work with Personal Development Plans, where appropriate

### Hold the Coaching Conversation

- Stage 1 – Analyze
  - Assist the Learner to Isolate the Issues at Stake:  
Assess root causes, brainstorm and categorize, problem-solve, develop action plan
  - Establish Development Needs and Fill the Gap
- Stage 2 – Interface
  - Create a Climate of Trust
  - Practice Listening and Asking the Right Questions
  - Give Constructive Feedback to Maximize Learning

- Stage 3 – Evaluate
  - Talk about Performance
  - Have an Effective Development Planning Discussion

**Moving Beyond the Coaching Experience**

- Incorporate Coaching into the Entire Learning Process
- Ensure Transfer of Learning by the Learners/Leaders
- Coaching Self-Assessment