

THE WORKPLACE COACH



Target Audience	This workshop is designed for team leaders who are required to coach, instruct and assess staff in the workplace.
Overview	This workshop will enable workplace coaches to plan their coaching role more effectively so they can motivate staff members to set goals, develop new skills, enhance their performance and/or develop personally and professionally. It covers topics such as positive behaviours and coaching styles. Many workplace coaches also need to instruct, demonstrate and assess workplace skills. The workshop covers a range of basic instruction and assessment techniques and provides an opportunity for participants to demonstrate their skills and receive feedback on their performance.
Content	<ul style="list-style-type: none">• What is coaching?• Planning your activities• What coaching style works best?• Positive behaviours• Your legal responsibilities as a coach• Organising your instruction and demonstration• Instruction, demonstration, feedback and practice• Assessing performance• Reviewing the process
Qualification	Non-accredited Statement of Attendance
No. of participants	Minimum 8 – maximum 15
Investment	\$210 (incl GST) per participant (includes training materials)
Duration	1 day or 2 x 3 hours sessions
Catering	Basic morning/afternoon tea is included in this costing (tea, coffee, biscuits). Alternative arrangements available on request.
Contact	Ros Williams Ph: 6253 0682 Email: ros.williams@capitalcareers.com.au

Contact us to discuss how this course can be customised for your organisation's needs