

Advanced Leadership Certificate Program

Coaching for Performance

Course Outline:

- The Leader as a Coach
- The Leader as a Motivator
- The Leader as a Trainer
- The Leader as a Counselor

Course Summary:

Taking the time to evaluate a situation and making an action plan is part of the process of coaching for performance that you will explore in this course. You will learn when it is appropriate to mentor, train, counsel, or discipline an employee, and you will be given guidelines and tips on how to perform each of these tasks in the most effective manner possible.

Course Objectives:

The Leader as a Coach: Recognize the value of the elements of effective coaching; Identify the characteristics of a good coach; Choose the principles of good coaching; Select the elements in a coaching process.

The Leader as a Motivator: Recognize the importance of effective motivation; Identify elements of effective motivation; Choose effective practices regarding feedback; Select elements of a constructive feedback session.

The Leader as a Trainer: Recognize the value of effective training techniques; Identify factors in adult learning; Choose the factors in training needs assessment; Identify training methods.

The Leader as a Counselor: Recognize the importance of sound counseling techniques; Identify when counseling is appropriate; Choose elements of effective counseling; Apply the elements of counseling.