

COACHING AT WORK

Course duration: 1.5 days

Fee: Le900,000

Study method

The course is interactive and participants are actively engaged in the learning process. During the course, the trainer will act as facilitator, using interactive learning methods to help participants to share their experiences and learn through participation in activities such as group discussions, case studies, role-playing, and games. At the same time, participants are instructed to develop an action plan for applying their new skills and tools to actual challenges in life and at work.

Course overview

When employees underperform, managers often respond with job transfers, salary raises, or even dismissals, even though coaching may lead to a greater performance improvement at lower cost.

Some managers respond to an employee's inability to fulfill a particular task by assuming part of the employee's responsibilities. This is a natural reaction driven by a need to deal with problems quickly, but it often leads to an over-reliance on managers for non-managerial tasks and diminished performance by employee and manager. Coaching is a way to improve an employee's skills and confidence, leading to greater staff independence and higher-quality work.

When a new employee joins the workplace, the manager is expected to provide him or her with the necessary training to attain necessary skills and knowledge. Many managers provide less support than is necessary, often because of a lack of confidence in the skills needed to train employees.

This course gives managers coaching skills such as the ability to understand employees' needs and difficulties more completely, communicate more effectively, and support employee development with confidence.

Learning outcomes

After the course, participants will be able to:

- Define coaching at work and explain its benefits for the manager;
- Apply coaching tools in the workplace;
- Formulate and implement long-term coaching strategies.

Course content

Unit	Content
1	Coaching and its benefits for the manager
2	Coaching skills and tools

3	The four steps to successful coaching at work
---	---

Targeted participants

This course is designed for all employees and SME owners that manage staff.

Benefits of studying at JobSearch

- Trainers are knowledgeable and are trained to train adults
- Environment conducive to learning
- Special attention throughout the course
- Career advice and counselling

JobSearch (SL) Ltd

9 College Road
Congo Cross
Freetown

+23299669199

www.jobsearchsl.com