

*Learn how to improve your communication skills, and become an effective coach.*

This class is for management level people that want to learn more about how to make their direct reports more productive. It could be covered in a half day, but one day is preferred. Subjects include:

- ❑ The difference between directing and coaching
- ❑ Proven techniques for being a great coach
- ❑ Assessing your readiness to be a coach
- ❑ Practicing coaching skills
- ❑ Communications that get you into trouble
- ❑ Goal setting & accountability

At the end of this workshop you will:

1. Be able to coach your people with confidence.
2. Have a better knowledge of communication pitfalls.
3. Know how to judge the readiness of your people to be coached.

*Every leader needs this workshop. Most people make the mistake of thinking they already have good coaching and communication skills. Let us show you a few tips.*

