

# DEVELOPING AND COACHING OTHERS

VITAL LEADERSHIP

Some team members just aren't performing up to standards or their potential. Leaders can help motivate and support these employees in changing their behavior and improving their performance.



An organization can tell employees that they are responsible for their own growth and development, but many employees will not or cannot achieve this on their own. They need motivation, support and coaching from their supervisors, team leaders and managers. Without this, they'll have a difficult time developing their talents on their own. Research shows the support and effective involvement of leaders is the single most important factor in determining whether that the employee learns in a classroom transfers into behavior change on the job. Leaders who are actively involved in the growth and development of their team members encourage behavior change and improved performance. This takes leaders who:

- Continuously coach and support the development of their employees
- Encourage learners before, during and after each element in a learning process
- Effectively handle "coaching moments" so employees learn to teach themselves

## COACHING AND DEVELOPMENT BRING SUCCESS

Many organizations neither equip leaders to coach and develop their team members nor require them to do so. Thus, the time, money and resources invested in training and developing employees often results in little or no behavioral change or performance improvement.

The Vital Learning Developing and Coaching Others™ program teaches leaders to effectively and successfully develop and coach their team members to become better and more consistent performers. The program helps leaders learn the specifics of how they can effectively influence the learning process and hold "coaching moments" with team members to change undesired behavior and improve productivity and performance.

Developing and Coaching Others is designed to meet two key objectives:

*Provide leaders with skills and strategies to guide their teams through a learning process, with specific tactics to help team members before, during, and after training to ensure that training goals are achieved.*

*To provide leaders with a "coaching moments" model, so leaders can help team members gain understanding and insight about their actions in a way that supports self-awareness and offers opportunities to learn and improve.*

Throughout the course, leaders review video presentations and case studies, participate in group discussions, practice new skills, and receive immediate feedback. The program provides them with implementation tools, a troubleshooting guide and additional resources to help them apply the skills they have learned on the job.



## ESSENTIAL COURSE MATERIALS

Developing and Coaching Others is available in classroom, eLearning and blended formats to accommodate any organization or type of business. Each course includes the following course materials:

### Facilitator Guide

- Provides complete instructions about how to conduct the course
- Supplies explanatory information for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes
- Includes the facilitator resource CD, which contains a PowerPoint presentation, additional resources, reproducible pages from the facilitator guide and a participant workbook

### Participant Workbook

- Provides exercises, forms, skill practice aids and a video synopsis
- Offers a job aids section with tools and resources for applying course skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of the course's skill points

### Video

- Presents a video scenario depicting traditional and positive uses of the skills discussed in the course

## ABOUT VITAL LEARNING

Vital Learning's training courses teach managers, supervisors and team leaders in any industry to use basic human relations skills to motivate and lead their employees with finesse and respect. By improving team leader–team member relations, organizations can improve productivity, enhance employee motivation and retention, and develop employee work habits and potential. Vital Learning's courses are available as classroom sessions, eLearning sessions, or a combination of classroom and eLearning sessions.

Based in Denver, CO, Vital Learning provides courses based on McGraw-Hill Training Systems, which Vital Learning acquired in 1989. Throughout the past two decades, Vital Learning has worked with industry experts to enhance and develop its training courses, bringing an industry-leading product to the marketplace. Let us show you what our products can do for your organization by visiting Vital Learning's Web site at [www.vital-learning.com](http://www.vital-learning.com) or contact us at 1.800.243.5858.

*Developing and Coaching Others and Memory Jogger Card™ are trademarks of Vital Learning.*



## BENEFITS OF DEVELOPING & COACHING OTHERS

Organizations can offer the course in the format that works best for them — classroom, eLearning or blended.

Program is designed for six to 18 participants to complete in four hours.

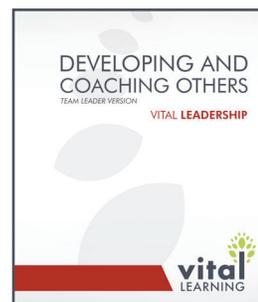
Course participants receive hands-on experience practicing the program's skills and methods.

Participants learn to increase the skills and capabilities of every team member.

Participants learn to effectively handle "coaching moments" so individuals can make learning decisions themselves.

Participants learn to maximize the on-the-job behavior change that results from a training and development intervention.

Participants learn to develop a work environment that encourages growth and development.



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