

# AAIM Course Description



## High Performance Coaching

Coaching is an integral part of success at all levels of management. As a supervisor, you are only as good as your people and the work they produce. Within today's competitive and results-focused environments, coaching is a highly visible and positive demonstration of your commitment to ongoing personal development and performance improvement.

Coaching can range from a less formal, day-to-day process, to a very structured and formalized approach. Regardless of the formality and approach, successful coaching efforts must be an effective blend of clear expectations, goal setting, monitoring, feedback, and ongoing communication.

### At the end of this course you will be able to:

- Define effective coaching
- Identify coachable moments and targets
- Follow a structured approach to coaching
- Communicate clear performance expectations
- Match your coaching style to the employee's development needs
- Provide feedback in a positive and constructive way
- Effectively address and discuss performance issues
- Formulate employee coaching & development plans

### Topics that will be covered:

- What is coaching and why is it important?
- Tips & techniques for preparing and writing coaching plans & conducting coaching sessions
- Setting better performance goals

**Prerequisites:** Anyone responsible for coaching and developing the performance of other employees, and who want to improve their day-to-day feedback and coaching skills.

**Advanced Preparation:** There is no advanced preparation for this course.

**Competencies:** Developing Others, Performance Management, Coaching

**Delivery Method:** Group-Live | **Course Level:** Basic | **Duration:** Half-day

**Continuing Education/Recertification Credits:** CPE Credits, HRCI Recertification Credits and SHRM Professional Development Credits may be available for this course.