

Have great memories of someone that helped you succeed?  
*Your people would like you to help them create some.*

# Coaching

ONLINE | SELF PACED COURSE

## LESSONS

- 1) How to Use This Course
- 2) Introduction
- 3) Coaching and Counseling
- 4) Five Keys to Coaching Success
- 5) Advanced Concepts
- 6) Coaching and Counseling Case Studies
- 7) Knowledge Assessment



*How to develop potential and maximize performance.*

**T**he responsibilities of a manager or supervisor are varied. Some appear at times to be urgent. Likewise, others may be important but finding time to do them effectively can be a challenge. One responsibility far too critical to delay or not focus on consistently is your responsibility to coach people on your team. In this course you will identify and practice five (5) keys to your coaching success. We'll offer several important coaching tips that you can blend easily into your every day routine. Through exercises and case studies you will learn practical coaching skills and when as well as how to apply them.

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