



VITAL LEARNING™ DEVELOPING & COACHING OTHERS™

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 seminar, 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, online and blended formats to accommodate any organization or type of business. Each seminar includes the following course materials:

Facilitator Guide

- Provides complete instructions about how to conduct the seminar
- Supplies explanatory information for the trainer, sample trainer narrative, transcripts of video segments and facilitation notes
- Includes the facilitator resource CD-ROM, 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 seminar skills
- Includes a Memory Jogger Card™, which gives leaders a handy reminder of the seminar's skill points

Video

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

ABOUT VITAL LEARNING

Vital Learning's training seminars 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 seminars are available as classroom sessions, online sessions, or a combination of classroom and online sessions.

Based in Omaha, Neb., Vital Learning provides seminars 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 seminars, bringing an industry-leading product to the marketplace. Let us show you what our products can do for your organization.

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

BENEFITS OF DEVELOPING & COACHING OTHERS™

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

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

Seminar 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.



FOR PURCHASING INFORMATION

Assessment Leaders LLC.

866.864.8200

sales@assessmentleaders.com

www.assessmentleaders.com



assessmentLEADERS

DISCOVER THE HUMAN POTENTIAL™