

Training & Coaching Playbook

Online course outline

Most managers don't have a formal education in training and coaching. This course will help to transform managers into leaders and coaches.

Training & Coaching

- What is Training?
- What is Coaching?

Developing a Team of A Players

- Training Adults
- Types of Training
- Preparing for Training
- Elements of Effective Training
- Building Engagement
- Skillbuilding and Role Plays

Types of Coaching

- Performance Improvement
- Recognition and Development

Assessing Effectiveness

- SMART Goals
- Feedback and

Customizable training and coaching plan templates, skillbuilding activities, training topics, and coaching conversations.

