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## **Coaching the Project Team**

### **A one day programme**

Coaching is the art of improving the performance of others. Managers, who coach, encourage their teams to learn from their work by making the work a stretching and challenging experience. Create the conditions for continuous development by helping others to define and achieve goals. In this programme, we teach you how to set up the coaching process, the main part of which is to show, as a coach, how to avoid trying to tell people what to do, but instead, helping them choose the best route to succeed in their objectives.

### **Key elements of coaching**

The coaching process closes the gap between the individual's or team's present level of performance and the desired one. This is possible within a single coaching session, or over a long succession of meetings. Coaching refers both to specific interacting skills – used in both everyday situations and in more structured meetings, and the encouragement of long-term learning.

### **The programme enables participants to:**

- Understand the concepts of coaching a project team
- Be able to plan and organise people's skills development
- Understand how to use delegation as a coaching method
- Understand and develop your own coaching style

### **Learning outcomes:**

On completion of this training programme, you will have the foundation of a coaching plan. You will also have learned the concepts of good coaching and have worked through some practical examples, as practice for your return to the workplace.

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## **Programme Agenda**

### **The art of one-to-one coaching on projects**

What does a coach look like as a project leader?

Coaching works best with people who show initiative

What makes a good project coach?

Linking project leadership style to coaching

### **How to avoid poorly executed coaching**

Micromanaging is not coaching

Things the project leader does that causes an individual's performance to dip

Analysing a breakdown between the coach and the individual being coached

### **Building the relationship**

Getting to know the individual on a deeper personal level

Establishing the project goals with the individual

Linking daily project work to people's long term goals

### **Goals feedback, motivation and progress**

Effective delegation and goals setting - the foundation for progress

Giving effective feedback that creates motivation and better performance

Dealing with below par performance and establishing corrective action

### **Typical delegates are:**

Project Managers, who plan, run and organise projects.