

COACH OTHERS IN THE WORKPLACE

WPTDELO01—Coach others in the workplace

DURATION: 2 Days

COURSE OUTLINE

This is a nationally recognised enterprise unit which forms part of the accredited Course in Field-based Training and Assessment 10235NAT.

This course is designed to equip participants with the skills and knowledge to coach others in the workplace, with a focus on helping the person being coached to develop job specific skills, knowledge and attitudes.

This course is appropriate for those with significant technical or vocational expertise skills who are expected to provide one-on-one coaching to others, over a period of time, as part of their work responsibilities. It is particularly suitable for supervisors, team leaders and industry-based trainers who are required to coach others in organisation specific tasks and activities. The course is also appropriate for 'in-cab' trainers.

Coach Others in the Workplace covers:

- Introduction to workplace coaching
- How people learn
- Communication skills for coaches
- Stages in the coaching process
- Planning and initiating coaching
- Facilitating and monitoring coaching
- Closing and evaluating the coaching

DELIVERY METHOD

Face to face, off the job facilitated learning, reinforced by a practical work based assignment completed after the workshop.

LLN REQUIREMENTS

To complete this course successfully, participants need to have reasonably well developed skills in areas such as reading, writing and communication. Examples of activities that participants will need to perform include:

- Accurately complete and maintain training / coaching documentation
- Read and understand documentation relating to the subject matter being trained
- Speak clearly and provide spoken explanations and instructions
- Listen effectively and ask relevant and appropriate questions
- Observe learner performance and provide constructive feedback
- Use body language appropriately

PREREQUISITES

No qualifications or other formal prerequisites are necessary to participate in this course. However, it is recommended that participants have a minimum of 12 months experience working in the industry in which they plan to coach so that they have sufficient subject matter knowledge and experience to be able to coach others effectively.

RESOURCE REQUIREMENTS

To complete the assessment for this course, participants will need to have access to:

- A computer, a printer and the internet
- A person who they can coach in job-specific skills and knowledge
- Equipment and documentation relating to the subject matter being coached
- Policies, procedures and forms used in the workplace that are relevant to workplace coaching

PRE-COURSE WORK

Before attending the workshop, participants are encouraged to access and bring a copy of their organisation's coaching policies, procedures, forms and documentation, including (where possible) an example of a training plan/coaching plan that they will be expected to use when providing coaching in the workplace.

ASSESSMENT

The assessment for this course includes:

- Short answer questions
- Evidence of the provision of one-on-one coaching to at least one person job-specific skills and knowledge, incorporating:
 - At least three related sessions that build on each other, with a total of 90 minutes coaching time: or
 - A coaching relationship which extends over a period of 3-days or longer
- Preparation of records relating to the coaching undertaken
- The candidate's self-reflection on their performance as a coach

To complete the assessment component of this course, participants need to be working in, or have access to, an environment in which they are able to conduct assessments using assessment tools developed by others.

Participants have three months to complete their assessment after attendance at the course.

ASSESSMENT TIMEFRAME

The number of hours taken to complete this assessment will vary between participants. However, as a rough guide, it is recommended that participants allow approximately 8–10 hours to complete the assessment for this course

RECOGNITION OF PRIOR LEARNING

Recognition of Prior (RPL) is available for this course. RPL is suitable for those whose previous knowledge and experience will enable them to demonstrate competency in the unit on which the course is based.

LOCATION OF TRAINING

Our training centre is located in Gladstone, Central Queensland. Alternately courses can be booked for any location where appropriate facilities can be provided.

COURSE COSTS

A total fee of \$600 per person which covers all course materials, administration and catering costs.

BOOKINGS

Visit our web site www.downtoearthresults.com.au and book via the training calendar or alternatively Contact Us.

PAYMENT METHOD

Payments can be made via VISA/Mastercard or

Direct Debit:

Westpac Banking Corporation
Down To Earth Results
BSB: 034-126 ACC: 234-764

CONTACT US

Please contact DTE administrator to discuss your needs or queries regarding training and upcoming dates for courses.

COMMITMENT

Our facilities and experienced instructors ensure that graduates of our courses leave equipped with the knowledge and skills required for safe work in their chosen field with the breadth and depth of knowledge required for the role. In addition we offer an on-going support service to all course participants including student contact days on a monthly basis.

REFUND POLICY

DTE has a fair and equitable refund policy in place containing guidelines guaranteeing the refund of fees to participants under reasonable circumstances. The management guarantees that DTE has a sound financial position and safeguards participant fees until used for training. Please ask for a copy of the refund policy.

We stand by our training excellence 100% and guarantee our product. Should for some valid reason the training does not meet your expectations we shall provide a full refund.



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