

Coaching and Feedback

Description

This course is designed to develop the fundamental aspects of being a coach. You will learn the difference between effectively coaching others and various forms of helping in the workplace. You will cover the main skills and attributes required to provide effective feedback to coach others and elevate their performance.

Objectives

- Understand the importance of coaching
- Communicate with various groups using different types of feedback
- Understand the GROW coaching model

Contact Time

1 contact hour(s) based on 60 minute contact hour

Estimated Time

The estimated time for completion for this activity is 1 hours

Communication is Key

Description

This course is designed to enable you to increase your ability to communicate with individuals and groups. You will develop effective communication skills and techniques essential in today's environment. You will learn to function more effectively and assertively in various work environments and develop a newfound ability to speak up effectively when you want to accomplish a task.

Objectives

- Understand basic communication theory
- Differentiate various communication positions
- Effectively construct tailored and specific messages
- Understand how to overcome objectives and handle problem people/and or situations

Contact Time

0.45 contact hour(s) based on 60 minute contact hour

Estimated Time

The estimated time for completion for this activity is 0.45 hours

Conflict Management

Description

This course is designed to guide you to successfully negotiate conflict situations with teams and other people in the workplace. The strategies and styles presented in this module will provide guidance on how to identify different types of conflict situations and understand how to respond effectively.

Objectives

- Understand the nature of conflict and of individual and joint decision making processes
- Implement individual and group strategies that minimize destructive consequences
- Identify solutions satisfactory to all involved

Contact Time

0.4 contact hour(s) based on 60 minute contact hour

Estimated Time

The estimated time for completion for this activity is 0.4 hours

Leadership Styles

Description

This course is designed to prepare you to become a leader of your organization and embark on a path of personal leadership development. Effective leadership requires personal discipline and reflection as well as openness, and effective communication in one-on-one and group settings. Leadership concepts used in this course will be immediately applicable in your current or future position.

Objectives

Understand the four common leadership styles

Understand why leaders lose their way and the self-awareness needed to avoid derailment

Gain clarity about leadership principals, values and ethical boundaries

Understand the purpose of your leadership and empower others to be effective

Contact Time

1 contact hour(s) based on 60 minute contact hour

Estimated Time

The estimated time for completion for this activity is 1 hours

Team and Teambuilding

Description

This course will introduce you to a team performance model and the factors that can positively and negatively affect team performance. From this course, you will gain insights on how to manage interventions that can strengthen team performance. You also discover how to identify team performance issues and link those issues to underlying dysfunctional team dynamics.

Objectives

- Identify ways to promote effective team relationships
- Develop and practice strategies designed to improve team dynamics
- Create an organized plan to help your team develop a sense of unity

Contact Time

0.75 contact hour(s) based on 60 minute contact hour

Estimated Time

The estimated time for completion for this activity is 0.75 hours

Time Management

Description

This course is designed as a guide to help you effectively manage your time in order to achieve success. This course is a practical how to that will lead you through the maze of conflicting priorities, disorganizations, over-commitments and limitations. You will explore a 10-step format for achieving balance and maximizing deadlines.

Objectives

- Understand how to effectively plan daily and weekly
- Effectively use block scheduling
- Leverage electronic and mobile technologies to assist with task management

Contact Time

0.3 contact hour(s) based on 60 minute contact hour

Estimated Time

The estimated time for completion for this activity is 0.3 hours