

Checklist - How to be a great coach throughout a training process

The coach checklist

Here is a suggestion of actions that you can take so that you can give the best possible support as a coach during the entire training.

Before the Start-Up Meeting

Take a moment to gather your thoughts.

A few tips:

- Make entries in the calendar
- Keep it simple and easy to understand
- Find “quick wins”
- Keep an ongoing dialogue with the participant

Find the value of the training

Think about what results you want from sending the participant to this training.

- How will this specific training benefit your organization/department?
- Can the training contribute to any concrete goals that you or the department has?
- What do you want the participant to do more of and/or better in order to benefit the organization/department?
- How can this training benefit the participant’s personal development?

Learn how the training is set up

Log on to Promote® and go through the training goals and setup.

- How do the goals of the training relate to your goals?
- What does the participant need to do to prepare?
- What skills/tools will the participant apply?

Implementing on the home front

Think about ways to best support your participant

- How can you create opportunities for the participant to apply what they are learning?
- Does the participant need extra time or other resources in order to be able to apply the skills/tools?
- How can you coach the participants before these application opportunities?
- How can you follow-up and give feedback after these application opportunities?

Get the calendar out

- Book time with the participant for a first meeting where you’ll go through expectations, etc.
- Put the other training days in your calendar so that you can find times before and after to meet the participant.
- Can you find times for the application opportunities that you identified above?

Start-Up Meeting (Agenda)

Here is a suggestion of actions that you can take so that you can give the best possible support as a coach during the entire training.

Purpose of the meeting

- You specify the purpose of the meeting

Your expectations on the results of the training

- Share your view of how the training fits into the organization/department.
- Share what results you want from the training and potential connections to the organization/department

Participant's expectations on the results of the training

- Ask the participant what they want from the training, personally

What does the participant need to do more or better so that expectations will be met?

- Ask the participant about this.
- Give support when necessary by giving your viewpoint.
- Share the opportunities for application that you have identified.
- Ask if the participant has ideas about other potential application opportunities.

Course goals

- Discuss how these can support your expectations.

Formulate personal goals (can be done after the first training days)

Here are some examples of questions to use in the goal setting dialogue.

- How can these results affect results in other areas?
- What is most important about this issue? What order would you put them in?
- What do you really want?
- What do you see in the future?
- What's most important to you?
- How much energy can you put toward this? Is that realistic?
- What's the situation status today?
- What about this are you satisfied/dissatisfied with?

For even more tips how to set goals to get greater result from your training activities, get our guide: "Best practice - How to set goals for long lasting training effect". You will find it here:

www.promoteint.com/resources

Ask the participant to log on and go through the training together.

- Go through the different tasks that are a part of the training and discuss resource needs and support to complete these.

Participant's need of support

- Discuss other needs of support and resources.

Scheduling

- For the training days.
- For the application opportunities.
- For coaching meetings.
- For follow up meetings

During and after the training

During:

Follow up on Promote®

- Give concrete feedback on the participant's assignments so that they can be marked as-complete

Complete your plan

- Follow through with what you've agreed upon.
- Set clear goals.
- Adjust the plan as needed.
- Add resources, in the form of opportunities and time, as necessary.
- Coach.
- Evaluate/Review.
- Adjust goals as needed.

After:

After the course

- Directly after the last training day and about a month after that

Implement follow-up meetings

- Check on goal progress and achievement
- Check in with each other
- Spread learning throughout the organization

Make a new plan

About Promote

Promote® - The Learning Transfer Platform drives and supports the training initiative toward the desired results.

At Promote International, our mission is the success of your training activities. You can significantly elevate the effectiveness of your corporate training initiatives by using our learning transfer platform Promote®. The development of Promote® started with the global training company Mindset, who identified a gap in the industry. Promote® is unique in addressing the fundamentals in how to create learning transfer and results from training.

We do this by supporting effective training, visible application and management involvement.

Promote® is used all over the world in training initiatives for behavioral change. Join companies like the World Bank, Samsung, PwC, Johnson & Johnson, Volvo Cars and Electrolux in the quest to create long lasting effects of training.