

the
Manager as Coach

*a 1-day intensive program to transform you into a
competent and confident Manager-as-Coach*

“You Can’t Be a Great Manager If You’re Not a Good Coach”

Harvard Business Review, July 2014

*“the single most important managerial competency that separates highly
effective managers from average ones is coaching”*

Google Project Oxygen, 2013



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what will this program
do for you?



provide you the tools, skills and attitude
of a competent and confident coach to **apply** in the
workplace to empower your team and develop their
potential

what tools, skills and
attitudes will we share
with you?



how to ask-listen-ask-listen (*ask extremely simple but
probing questions and listen and filter “noise” from the
useful info*)

how to apply the what-why-how coaching model

how to “see” through the layers of a conversation to get
to the root cause

how to help team members set useful goals / direction
and empower them

how to provide useful feedback to team members



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how will we run this course?

pre-course work

- two reading & reflection assignments that take between 10 to 25 minutes to complete

1-day workshop

- Course limited to just 12 participants which means you'll have the trainer's full attention during the workshop
- KEY component during the 1-day workshop is that about 60% of the time is spent on coaching practice. This is the best way to transform you into a competent and confident coach

post-workshop activities

- post workshop assistance via email *24/7 forever*. This means participants always have someone to turn to for advice, mentoring and help
- access to REV's members-only coaching resources, e.g., goal setting forms, feedback forms, feedback schedules
- monthly individual conference call "tune-ups" with REV for 6 months

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topics covered during the pre-course phase

- **perception** and why all problems others face are never 100% true
- **coaching models** - pros and cons of several more commonly used models (e.g., GAP, GROW), and develop your own initial coaching model
- **difference** between a coach, mentor, counselor, psychiatrist, psychologist, therapist and manager-coach
- **what's** the difference between being just a capable manager and being a capable manager-as-coach



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topics covered during the 1-day workshop

topics

- how to **create rapport**, even with team members you know very well
- use the **what-why-how** coaching model for any situation
- the **science of asking** useful, simple yet very valuable questions that drill deep to the root cause of any presented problem
- **what to listen** out for, especially people who talk too much, or those who don't talk at all
- ability to **read the unconscious and preferred behavior patterns** of others and how to use this in coaching
- how to **maximize** another person's **strengths** through coaching
- how to **design** realistic and useful **goals**, **monitor progress** and **offer feedback** in a timely and constructive manner



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how **coaching practice** sessions are run during the 1-day workshop

coaching practice sessions

- 60% of workshop time spent practicing in small groups -

- incremental approach to coaching, i.e., starting with simple scenarios with the REV trainer playing role of client, following which each practice session becomes progressively more difficult as practice client offers more challenging responses
- coaching practice time is provided for each theory point covered during the workshop so that participants become increasingly confident in their coaching skills, and competent enough to use the coaching tools
- immediate feedback is provided either by REV or fellow participants (using a checklist)



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details of the 1-day workshop

When: Thursday November 27th from 9am to 5pm

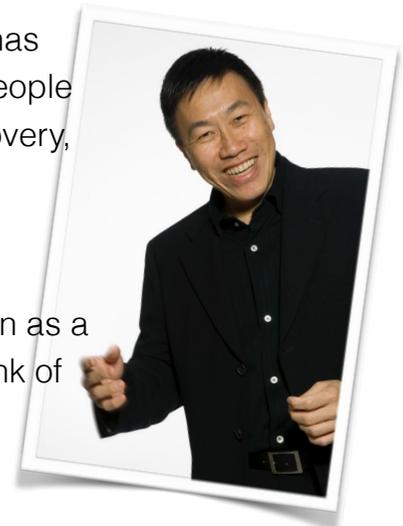
Where: REV's office in Jing An district, Puxi, Shanghai

Cost: Only RMB 3000 for the pre-course work, 1-day workshop, and post-workshop activities

your **trainer jeff tan**

Jeff's passion and calling is to inspire and influence others to make a difference in life, and has been doing this to countless individuals and teams in Asia. With his unique ability to help people and teams cut through the bull #*^& they face in life, he's guided them on a journey of discovery, leadership, and ultimately success. And he does this using the tools of Neuro Linguistic Programming, or NLP.

Before starting his own business in Shanghai in 2006, Jeff served for 26 years with distinction as a helicopter pilot and flight instructor with the Republic of Singapore Air Force, rising to the rank of Lieutenant-Colonel.



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the **last** word ... from Google's Project Oxygen

"At a company like Google, where the staff consists almost entirely of "A" players, managers have a complex, demanding role to play. They must go beyond overseeing the day-to-day work and support their employees' personal needs, development, and career planning. That means providing smart, steady feedback to guide people to greater levels of achievement—but intervening judiciously and with a light touch, since high-performing knowledge workers place a premium on autonomy. It's a delicate balancing act to keep employees happy and motivated through enthusiastic cheerleading while helping them grow through stretch assignments and carefully modulated feedback. When the process works well, it can yield extraordinary results"

REV's **guarantee**

If you're not fully satisfied with your REV experience, we'll return your entire course fee,
no questions asked!



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“If you always do what you always did,
you will always get what you always got”

- einstein -

