

A Manager's Coaching Guide

Maximizing Team Member Training



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After team members are trained, either individually or in a team meeting...

1. Debrief the experience.
 - *How were you able to use the training session to pursue your own development goals?*
 - *What worked well for you?*
 - *What was challenging for you?*
2. Debrief the content.
 - *What did you find most interesting?*
 - *What insights did you get from looking at the types of meetings and the Meetings Model?*
 - *What tools did you gravitate to?*
 - *What left you scratching your head? How could you learn more about that?*
3. Explore the team and organizational implications.
 - *Leadership is looking to us to develop our skills with meetings into a competitive advantage. What are your thoughts on how to pursue that? Any insights from this learning session?*
 - *What could be the impact when we implement the professionalism and best practices and skills offered in this training?*
 - *Are you optimistic that we can create this on our team? Why or why not?*
 - *How do we support this in the organization?*
 - *What can I as do as a leader to ensure you complete your **CAPSTONE PROJECT** and achieve your personal action plan (**My Three Things** document) regarding meetings?*
4. Share personal commitments/action plans. (Recommend the leaders start this off then have each participant share their action plan or at least some elements of it.)
5. Lead a collaborative work meeting to set Ground Rules for your own team meetings.



Going forward

Nothing is more critical than continual modeling of the skills and practices AND positive reinforcement /coaching. Identify when participants show the skills from the training and encourage them to do more. When they miss an apparent opportunity to show the skills, make it visible and ask them to do their best to use the skill or tool at the next opportunity.

