

Coaching Skills Training

Duration
1 Day (8 hours)

Target Audience

- Trainer
- Coach
- All staff

Methodology

- Classroom
- Game/activity
- Discussion
- Experience sharing

Certificate Awarded

- A Jardine Aviation Academy certificate is awarded upon successful completion of the course

Great coaches help people create great goals. One of the most important aspects of coaching is the ability to transfer knowledge from one person to another. A strong coaching culture enables employees to continuously share their ideas with others and improve internal processes. Coaching means building one-on-one relationships and managing a process that results in specific improved performance in targeted areas. Coaching is not about power, or authority, but it's a process-driven relationship with clear goals and objectives.

Objectives

Upon completion of the course, participants will:

- Understand the role as a mentor
- Understand the importance and influence as a mentor
- Motivate staff morale and their initiatives
- Use questioning skill in guiding the employees thinking
- Set clear goals to increase team cohesion

Course Outline

- The principle and orientation of mentor
- Analyze employee issue to decide training objectives and contents
- Plan and apply methods to improve employee malpractice
- Practice mentor training skills
- Use skill to improve the training language used by mentor
- Seize the moment to rectify employee mistake



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课程期间
1天(8小时)

课程对象

- 培训师
- 辅导员
- 所有员工

教学方式

- 课堂培训
- 活动/游戏
- 讨论
- 分享经验

获颁证书
学员顺利完成课程后，
将获颁怡中航空培训学
院培训证书

伟大的教练帮助人们创造伟大的目标。教练最重要的方面之一是将知识传承。强大的教练文化使员工能够不断与他人分享他们的想法，并改善内部流程。辅导意味着建立一对一的关系并管理流程，从而在目标领域获得特定的绩效改进。辅导不是有关权力或权威，而是一种具有明确目标和目的的过程驱动关系。

培训目标

学员完成课程后将能:

- 理解辅导人员(师傅)的角色
- 理解辅导人员(师傅)重要性及影响力
- 激发员工士气提升主动性
- 运用发问技巧引导员工思考
- 订定清晰目标增加团队凝聚力

课程内容

- 辅导人员(师傅)的原理及定位
- 分析员工问题订定指导目标
- 计划与应用改善员工陋习方案
- 辅导人员(师傅)指导技巧实践
- 运用技巧改善辅导人员(师傅)指导语言
- 把握时机修正员工问题



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