

TRY IT

Coach As Teacher

Think of something you'd like to and/or need to teach an employee. It should be something you know or know how to do well. Write the employee's name and the skill or knowledge you want to focus on:

Employee:

Skill or knowledge to focus on:

Involve

How will you check the employee's level of awareness and motivation for what you want to teach them?

Explain

Note how you'll share what you understand or know (give an explanation, offer step-by-step "how to", demonstrate or model the skill).

Practice

How can you help the employee to practice the new behaviors in a fairly low risk environment?

Integrate

What questions can you ask to help employee reflect on the practice and apply the learning to real life? (NOTE: Offer your feedback and suggestions after listening to their point of view first.)

EXAMPLE

Coach as Teacher

Teaching is not the same as telling. Ensuring your wise advice “takes”—that the employee really learns what you’re trying to teach—requires time, thought and energy on your part. One way to make your teaching time as efficient and effective as possible is to teach in a way that takes best advantage of how people learn (*see below*).

