

# The Coaching Handbook



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Coaching is proving to be one of the most popular and most effective techniques in the field of learning and development. Managers are constantly being reminded that coaching is an important part of their role in getting the best from staff, while trainers are increasingly being called upon to coach individuals in a variety of aspects of both work and life. This one-stop book aims to provide everything readers need to be able to harness this technique. The first part of the book provides a detailed and clearly structured step-by-step approach, which should help anyone to develop their ability to coach others. Importantly however, as well as helping to develop the skills of coaching, the authors provide valuable guidance on: where to start when coaching a colleague; how long the coaching will take; and which methods should be employed and when. Part 2 provides a range of real-life case studies from a variety of commercial and non-commercial settings that will help you to decide how coaching can best be tailored to your own organization. The final part of the book contains detailed practical exercises that can be used in a variety of settings.

作者介绍:

目录:

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