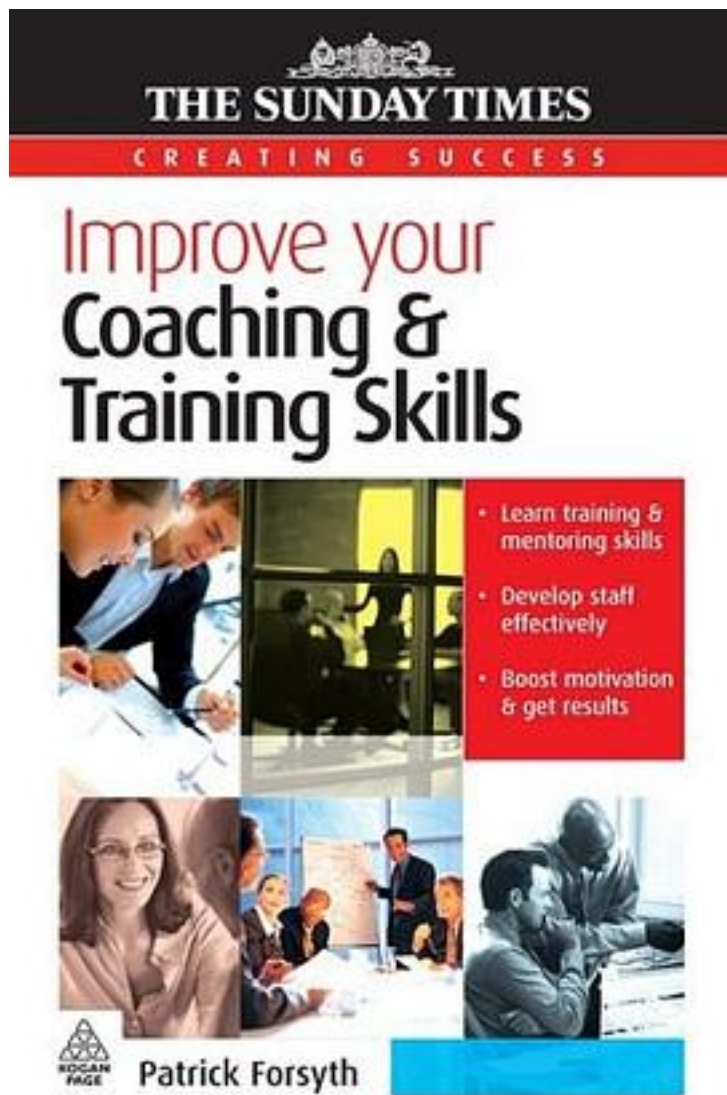


Improve Your Coaching and Training Skills



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Staff development is a key management responsibility. Good people and good performance -- and hence good development -- are vital to success in a fast-changing and competitive world. Improve Your Coaching and Training Skills contains practical guidelines to help managers develop their staff. Ideal for busy managers who don't have human resources support, it will help them boost staff effectiveness through coaching and training. Key content includes: why development matters, on-the-job coaching, mentoring, developing a formal training method, conducting a training session, and assessing on-going effectiveness. With tips on using exercises and role-playing in training, Improve Your Coaching and Training Skills is useful to those new to HR as well as hard-pressed managers.

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