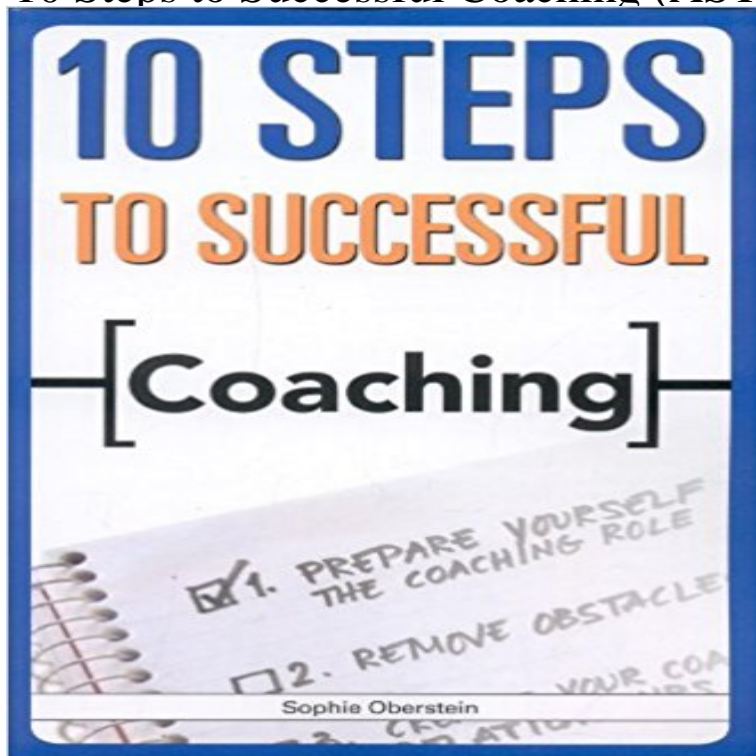


10 Steps to Successful Coaching (ASTDs 10 Steps Series)



Coaching is a hot buzzword in today's hectic business world, and coaching skills are fast becoming essential for anyone who wants to help develop others in the workplace. If you are intrigued by the potential of coaching and want to learn more about promoting growth and learning on the job, you can use *10 Steps to Successful Coaching* as a primer to learn and apply basic coaching skills, or to initiate a formal employee coaching program in your organization. The 10 Steps include self-preparation for the coaching process, advice about choosing someone to coach, and a thorough outline of the coaching process to guide you from beginning to end. You'll also find a diverse array of tools to help you along the way. With this book as your roadmap, you can be thoroughly prepared for the role of coach—ready to listen, encourage, and challenge others to greater achievement. Those you coach will enjoy greater job satisfaction and confidence, and your organization will benefit from this cost-effective way of developing employees and improving productivity. And you, the coach, will witness growth in your working relationships and gain a tremendous sense of accomplishment.

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