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Foreword

Being highly educated does not guarantee one is able to handle the working world and its various challenges. Handling people and the work environment requires some skill. This will give it to you.



Coaching The Coach

A Guide To Training The Trainer So You Can Better Serve And
Empower Others

Chapter 1:

The Basics About Coaching And Empowering Others

Synopsis

Most companies recognize this very important element that is vital to a company's success. Thus these companies take the trouble to facilitate good training programs for their staff.



The Basic Info

It is hoped that by doing this people will learn to broaden their mind set and be more willing to work towards a common goal without having to deal with crisis that are caused by individual interactions and feelings.

Some of these coaching and empowering sessions try to impart the following themes and mind sets:

- Teaching people to take the next step to make things happen. Taking and planning are all good but implementing all the plans is equally important if not the most important aspect to every project or work environment. Therefore teaching individual how to actually move towards making things physically happen is a good start.
- Learning to minimize the negative elements in both the physical and mental realm is another point most coaching and empowering sessions try to impart on to their participants. Teaching each individual how to identify and eliminate or work around a negative element is pivotal in ensuring the success of a project.
- Imparting the knowledge of the outlines of how to successfully work together is also another prerequisite of coaching and empowering sessions. The participants are made to understand the importance of this, so that all the various time lines are promptly met within the capabilities of the groups concerned.

- Learning the art of staying self motivated and energized is also taught during these sessions. When individuals are required to work together as a team it requires the adjustment to a different mindset and attitude altogether. Only when this is understood and practiced, then the success of the project at hand is assured.



Chapter 2:

You Have To Be A Good Listener Not Just A Good Talker

Synopsis

In the quest to being a good coach with the desire to empower others to be in control of their individual lives, the objective should be, getting people to recognize the importance of being a good listener.



Here

As a coach and as a participant on the receiving end, this vital practice of being a good listener enables both parties to reach and achieve phenomenal progress and results in any foray. Really listening is the key to understanding and tapping into the resources in individual or a group has to offer. Also by stopping to listen and take into consideration each point put forth, the respect levels on both parties is heightened and evident.

True leadership qualities can be built when the true character and behavior assessments are made clearly. However in order to do this all the facts need to be clear and available thus the ability to develop the patience to stop and listen before any judgment is made are taught in good coaching and empowering sessions.

Listening in order to understand and get the full “picture” on an idea is very important and it also ensure the right or relevant practices are put into action. Not having the correct information and not listening to all possible information may cause the wrong decisions to be made and in turn have detrimental effects. By listening one also ensures proper evaluations are done on the various aspects of a particular project.

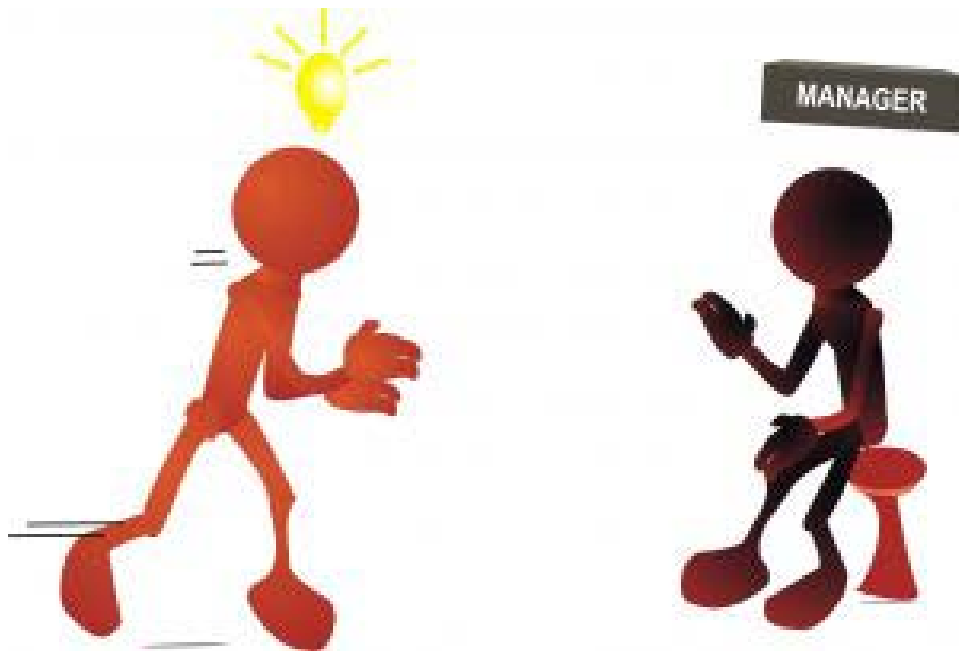
Teaching the art of listening also helps to give each individual the confidence to verbalize anything either negative or positive to ensure the success of the team or individual success of a project. This also allows for the conducive environment where everyone is able to give their own individual view to contribute to the success of the project without the fear of being sidelined or ridiculed.

Chapter 3:

Get People To Realize The Potential And Possibilities

Synopsis

A good coach will normally work to get the best out of everyone around. In doing so the coach will be able to bring out the best qualities that ensure the empowerment features are sowed and the results reaped many fold.



Boost People

When wise counsel or direction is sought, the function of a good coach is to work towards making all concerned realize their potential and possibilities that may not be apparent at the time.

Encouraging each individual to focus deeply and draw from their inborn talents allows for the possibilities of discovering qualities that were unknown and untapped.

Sometimes the coach needs to take the extra step to firmly suggest or encourage the individual to mentally “force” themselves to try something new. Imparting the mind set of “nothing ventured = nothing gained” may be the very tool that is needed to steer the individual into mustering enough courage to try.

Most people are afraid to even try because they are either convinced they can’t do what is required or they are convinced that the exercise would be futile, thus the role of a coach is to teach the individual ways to overcome these type of thought processes.

Coaches also need to be aware of the importance of understanding the character and behavioral traits of those seeking these services. As a coach understanding the vital role a character trait or style plays in a project allows the coach to either use it to the advantage of gaining the success needed or allows the coach to work towards making it understood that the said character trait or style needs to be changed.

The end goal should ideally be the success in attaining the efficient personal operating levels when participating in team work or individual project which in turn should be shown in the successful completion of any endeavor.

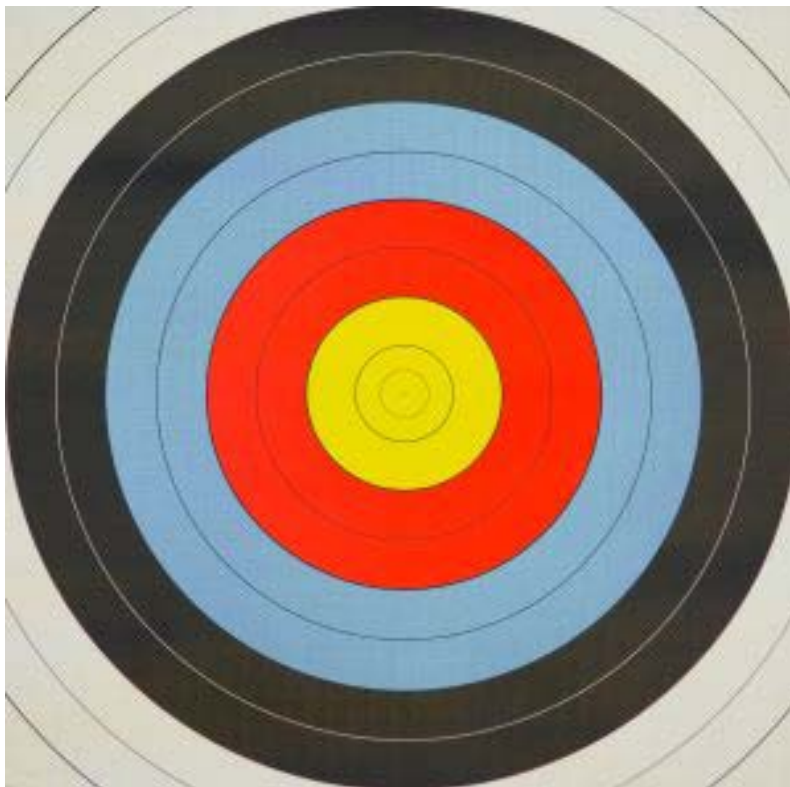


Chapter 4:

Teach Goal Planning

Synopsis

In order to achieve success there must be a plan in place. Without adequate planning it would be very difficult to work on a particular project as there would be guidelines in place to follow and benchmark against. There are several different items to explore when learning how to plan goals successfully and fruitfully.



Goals

Some of the more important considerations to focus on are actual specific goal outlines, intended goal results, timelines, individuals involved, and others.

Probably the first step to consider when embarking on the journey of how to plan a goal is the actual mental picture of the said goal being transformed into something more tangible like a suggested system that will be used.

The next step would be to put this outline into an acceptable and understandable productive system. In doing so the various objectives and tasks can be allocated and assigned accordingly.

When this is done the coach will teach on how to empower each member of the team linked to the project. By recognizing each individual's talents and potential contributions the coach helps to teach the best ways to create, organize, and allocate tasks that are suitable and doable for everyone.

All through this exercise the important element of “listening” to inputs and outputs of everyone is important to ensure a good and balanced working relationship and environment.

When teaching goal planning, another important step to consider is the seriousness of the timelines set. These timelines should be very realistic and without too much unnecessary pressure.

Planning for daily and weekly deadlines will ensure the overall progress stays on track and the possible problems can be addressed immediately and efficiently.

Goal planning also requires the correct “tools” to be identified and used for the success of the intended project. Teaching this is part of ensuring the success of the project because without the proper “tools” to assist those involved may not be able to function adequately and professionally, thus jeopardizing the overall success of the project.



Chapter 5:

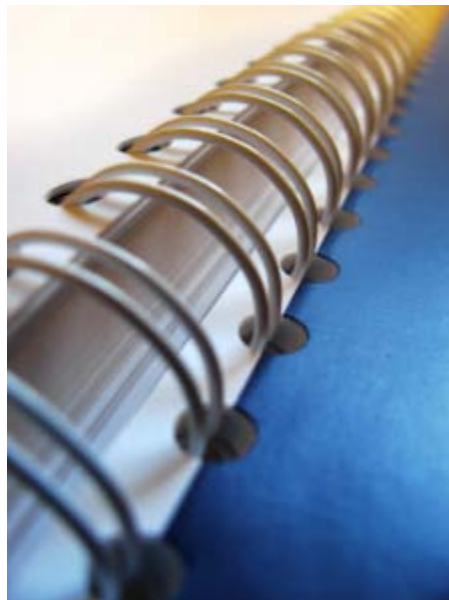
Demonstrate The Importance Of Tracking Progress

Synopsis

The success rate in completing a set goal largely depends on the various methods used during the journey towards achievement the said goal.

Many steps are usually recommended and used for this purpose, however the most important step would be the tracking style used to monitor the progress of the endeavor in question.

Tracking the progress of a particular project ensures many things are followed like staying focused; the efficiency of the tools used, the general moral of those involved, balancing the various aspects when put together and so on.



Keep Track

The tracking progress is very important in ensuring the endeavor is completed successfully and with the best results attained. This also ensures the visibility of the project at hand is seen and felt which in turn reassures all concerned that gratification and satisfaction can be and is present to keep the motivation levels high.

The tracking progress also allows for the methods and tools originally chosen to be rethought or changed altogether, if they are not proving to be of assistance so as not to jeopardize the general outcome of the project. By doing this the tracking system also creates the possibility of using other more innovative methods to ensure the project stays on track.

Sometimes having visible tracking charts help all those involved to have a clearer picture of the progress and it also encourages everyone to work hard to ensure the timelines and quality of work is sustained.

Tracking progress also helps those participating to contribute mentally to further compliment any ongoing methods used. When new and innovative methods can be used to enhance the progress and quality of the project at hand the advantages both physical and mental are huge.

For the individual suggesting the change and having it adopted, the corresponding feeling of acceptance and respect will translate to an even stronger desire to succeed.

Chapter 6:

You Have To Find A Motivation And Use It With The Person

Synopsis

Every individual has his or her own idea on what motivates them. In order to stay on something until the success is seen requires some form of motivation and perseverance. Finding what motivates and playing to enhance and build this factor to its optimum will ensure the goal set is not only achieved but achieved with phenomenal results.



Inspiration

Being highly qualified or knowledgeable in a certain field does not ensure success as there is always the very real possibility of the initial enthusiasm fading or frustration setting in. Motivation is always a good tool to use when wanting to achieve a desired result.

Finding each individual's motivation technique and using it to encourage higher and consistent levels of achievement is not only an advantage to tap into but also a prerequisite for success. These motivation techniques can take on many different forms as it varies from individual to individual.

Some people are motivated by visual effects. If this is the case having a lot of visual aids surrounding the individual would help him or her be able to “see” in their minds eye the finished product of what they are actually working on or towards. In being able to visualize the end product the individual is able to keep their focus and attention levels at a constant optimum level.

Some people are motivated by the freedom element. The goal of the possibility of achieving total freedom is what keeps them motivated to strive for success. Freedom in mapping out the desired destiny can bring on unknown reserves of zest and hunger which is a powerful motivation tool.

Strangely some people are motivated by failure. Having said this, it is not wise to try to fail in order to succeed. The motivation strength that is gained but the strong desire to overcome the failure is another way to tap into the unimaginable possibilities every individual possess.

Chapter 7:

Self Confidence Must Be Fostered In Yourself And The Coach

Synopsis

Today the popular belief is that self confidence is fostered by kind words, uplifting words, complimenting words and generally word that bring about the positive experience. However all the positive words put together will not come to any use if the individual concerned does not know how these words of confidence are supposed to reflect.



Assurance

Therefore it is imperative to build one's on self confidence within one's self and only then the individual can be confident in other things. Waiting for outside approval in every aspect in the individual's life is not only an unhealthy way to exist but also causes the individual to lose sight of his or own self value and thought process. Allowing the mindset that endorses the thought process that only places importance on what other people think is not the way to build self confidence.

One way of building self confidence is by acknowledging the uniqueness of the individual and all the good and positive elements that are part of the uniqueness. When this is recognized the self confidence gained is almost always unshakeable, and therefore any suggestions or styles put forth will encounter less resistance and may even be taken as absolute.

In giving the best one can give to any endeavor, and in knowing that to be a fact the self confidence element allows for the margin to accept the results even if it is less than satisfactory. This in turn encourages both the individual and the coach to freely exercise creativeness in trying to achieve the best results.

When self confidence is built in both parties another positive outcome would be perseverance. Because of the comfortable relationship fostered through the self confidence element, the ability to move on and continue to persevere in spite of existing problems and obstacles is clearly evident.

Chapter 8:

Tolerance And Compassion Must be Fostered In Yourself And The Coach

Synopsis

When making the decision to work with someone else there are a lot of various things to consider in order to ensure the smoothness of the relationship. Tolerance and compassion are just a couple of things on the long list that should be addressed.



Understanding

Having these qualities and choosing to exercise them in the relationship allows both parties to feel comfortable with each other. It also helps to create the platform for each party to be able to exercise freedom of expression within the relationship. Tolerance and compassion when put into practice clearly shows the intelligence levels and the ability to work towards a goal together.

When mistakes are made and unfair assumptions are apparent, the tolerance element is put to the test. If tolerance is not apparent or featured in the partnership between the individual and the coach there can be serious repercussion that could lead to the eventual breakup of the partnership.

Exercising compassion when it is needed is also vital in ensuring the success of the relationship between the individual and the person chosen as a coach figure. Many times people fail to be compassionate simply because they are unwilling to change their mind set to accept other styles or thoughts. Being compassionate also exposes individual to different experiences and ideas where new things can be learnt and perhaps accepted.

Exercising tolerance and compassion also teaches and grows the ability to seek to understand the differences that are apparent in other mind sets. This brings about the openness to dialog and learn more from these other styles. The benefit of this exercise would not only expand the knowledge of both the coach and the individual but also help each other to come to terms with the reasons for the differences.

Chapter 9:

Teaching From Your Own Experiences

Synopsis

The reason why people become teachers and coaches is because they want to impart their knowledge on to other people. This knowledge is sometime learnt and sometimes experienced. Though gaining information through learning is good, learning from experience is unmatched in its benefits.



Experience

In this ever evolving world today learning through books and other media form is fairly common, however in ancient time the practice of passing down wisdom and information was done through actually experiencing the issues and conditions being conveyed.

The same applies to the coach and individual's relationship. While teaching from material is of course needed, teaching from personal experience is better because it portrays the fact that the coach has already gone through the said lesson trying to be taught.

The physical experience lends better credibility to the need to produce the results based on the simple fact that it has been and can be done.

Besides actually going through the experience physically the individual is also able to relate to the exercise on a more intimate mental level. This helps both parties to be confident in pursuing a particular idea because of the knowledge that it has been done before.

Teaching from experience also allows the coach to foresee any possible problems or negative elements that might disrupt the relationship or intended foray. The confidence levels are also heightened because of the knowledge gained for the previous experience.

Teaching from past experience also creates the conditions that require less experimentation. For both parties concerned venturing into the intended foray would not feel so overwhelmed because the

general idea and impending results are already available through the tried and true method.

Most people prefer to have a coach who is experienced rather than one who just has a lot of “book” knowledge. When a coach teaches from experience, the ability to match each individual to the appropriate function is definitely an advantage.



Chapter 10:

The Drawbacks To Not Being Prepared Adequately When Trying To Coach Others

Synopsis

In everything one should always be prepared. Being ill prepared is simply allowing for unnecessary problems to occur. There are several reasons people chose to have the expertise of a coach to achieve their goals.

One of the most domineering factors in choosing the right coach is the evident preparation the coach puts into his or her work. This feature portrays the level of commitment the coach is willing to put into the exercise he or she is hired to guide.



Important Info

There are a lot of areas that needs to be covered if an individual is going to acquire the preparation skills to see the success of the chosen foray to its end. Some of these preparations include getting to know the people involved in the sessions.

Learning about each individual and their respective capabilities and demeanors will contribute to helping the coach make informed and wise decision when handling all involved. The drawback of not exercising this wise style is that a lot of valuable resources maybe wrongly channeled and eventually causing the disruption or failure of the exercise.

Being well informed of the latest information related to the field of choice is also very important when coaching others. The respect level shown will definitely increase because here again the commitment level of the coach chosen is evident. Preparing adequately by arming oneself with the latest and best information or tools needed to be relevant, is an advantage especially if the field chosen is very competitive.

Where the preparation of the coach is lacking in quality it will soon become apparent during the sessions. This will then cost a lot of time and effort to be wasted as the attention span and commitment of those involved will eventually wane.

Wrapping Up

Developing and coaching other people is about how coaches may effectively and successfully develop and train others to become better and more consistent performers. This book will help coaches learn the specifics of how they may effectively impact the learning process and training moments of people to make the difference.

