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**FRONT COVER:**

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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*

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### 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***

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## **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.

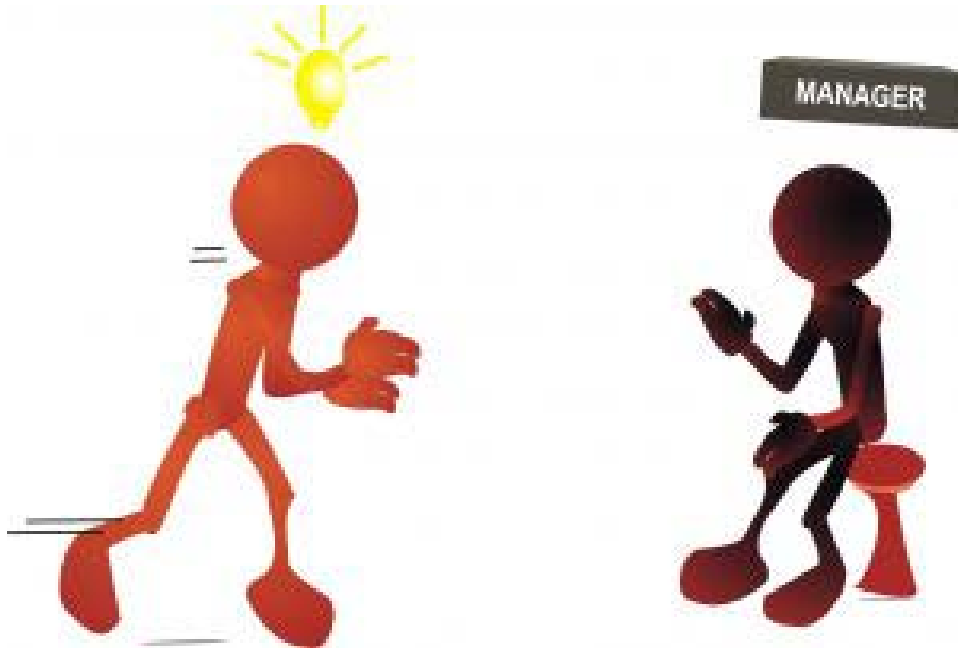
# Chapter 3:

*Get People To Realize The Potential And Possibilities*

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## 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.



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