

save - the - date!
save - the - date!

Back by popular demand!!

The King County Non-Profit Staff Development Coalition Project presents....

SUPERVISOR / MANAGER AS COACH...

Inspiring & Empowering Excellence in Others

Wednesday | April 27, 2005 | 8:30am – 5:00pm

Location: Safeco South Jackson Street Center | 306 23rd Ave. S., Suite 200 | Seattle WA 98144

In this ever-changing world of work, effective Supervisors and Managers understand the importance of teamwork, empowerment, and drawing out the potential in others. To attract and retain a superior workforce, you need competence in developing people, inspiring excellence, and fostering a culture of inclusion and continuous learning.

This full day workshop will help you learn about and explore your own communication and listening styles, become aware of the influence of culture on coaching interactions, identify “coachable moments”, and practice applying coaching skills and techniques.

TOPICS

- An introduction to coaching as a Supervisor/Manager
- Identifying effective coaching models and characteristics
- Relationship of coaching, feedback, and evaluating performance
- Listening as a key competency — assessing your communication and listening styles
- Giving and receiving feedback effectively
- Identifying your coaching style
- Building the mutually-respectful and trusting coaching relationship with staff
- Applying coaching techniques for goal setting that is aligned with individual and organizational needs
- Identifying and capitalizing on “coachable moments”

Participants will gain:

- Techniques for identifying, developing, and empowering the skills and talents of staff or team members
- Awareness of own tendencies and styles of communication and their impact
- Understanding of the importance of empathetic listening skills
- Skills for giving and receiving feedback effectively
- Approaches for setting clear goals and constructively challenging staff or team members
- The ability to establish mutually-respectful and trusting relationships with staff and team members that will maximize performance
- Perspective as leaders, who see the importance of growing themselves

Trainer - Yvonne C. Freitas M.Ed.

Workshop Fee

Coalition Member Organization

- \$60.00 per participant [for 1-2 staff from the same organization]
- \$50.00 per participant [for groups of 3-5 from the same organization]
- \$45.00 per participant [for groups of 6 or more from the same organization]

Non-Member Organization

\$75.00 per participant

Lunch will be your own.

Continuing Education Units/Clock Hours

Participants can register for Highline Community College **Continuing Education Units (CEUs)** BEFORE starting a course. The cost is \$10.00 per course. Participants should call Extended Learning at 206-870-3785 to apply.

Free clock hours available at the workshop.

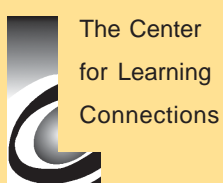
REGISTER ONLINE TODAY !! *(space is limited)*

To register online, go to: http://www.learningconnections.org/coalition/workshops/april_27_2005

Contact

For more information about this workshop, contact **Anna McCain (206) 870-5908** or E-mail: amccain@highline.edu

A project of



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