

COACHING AND MENTORING FOR EXCELLENCE

A 3 Day Hands-On TMS Experience with **360 Degree Survey**
Delivered in Live or Live Virtual Classrooms!

Course Description:

This Workshop provides practical, proven methods for developing the government workforce. Whether guiding employees to grow professionally or helping employees during periods of change and transition, coaching and mentoring lets leaders be seen as results oriented. Prior to course attendance, all participants will take part in a 360 Degree Feedback Survey process that is designed around the Executive Core Qualifications and Leadership Competencies used by OPM. Using this “real world” feedback, coaching and mentoring plans will be developed to implement upon return to the workplace.

Learning Objectives & Topics Covered in this Workshop:

- Employ coaching and mentoring strategies to help employees reach the next level of performance and make productive choices concerning the direction of
- Identify and build your employee’s natural strengths that lead to mission success
- Discuss barriers to acknowledge differences and valuing those differences
- Analyze and incorporate 360 Degree Survey feedback into coaching and mentoring practices
- Incorporate other people’s learning styles so you can coach and mentor more effectively
- Develop a fast, simple personal plan for your coaching or mentoring success using the three key factors for coaching and mentoring success

Audience: This workshop is designed for government managers and leaders.

Toolkits:

Receive a **Student Handbook** and **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

Additional Information

CPE Credits: 23.0

CEU Credits: 2.0

Suggested Program

Prerequisites: Dealing with Difficult People; Challenge of Leadership

Advanced Preparation: None

NASBA Program Level:

Intermediate

NASBA Field of Study:

Personal Development

Delivery Method: Group Live – Live Virtual Classroom



The TMS Philosophy and Approach

1 Quality Training

Interactive training that focuses on the **latest trends** in the government workforce utilizing instructional techniques based upon **innovative** adult learning practices delivered by certified, experienced, world-recognized and award-winning instructors.

2 Dynamic Instruction

You will find an **engaging environment** where attendees will build upon their professional habits, techniques, and skill sets through a series of **practical, participant-focused exercises** led by an energetic instructor who has over two decades of government and subject-related experience.

3 Personalized Learning

We tailor the classroom objectives to the participant's **personal goals, professional goals**, and the organization's mission.

4 Ongoing Support

Attendees receive an **online toolkit** with checklists, guidelines, & many more resources to enable participants to take their new skills and tools they learned in-class & apply them in their workplace.

5 OPM ECQ-Focused

Each TMS course is developed based on OPM's **Executive Core Qualifications**; this means each TMS course is designed to not only address the core competencies in a government culture, but we provide the skills needed and **results-driven** objectives to immediately influence performance, and professional development.

ANY training can be delivered **VIRTUALLY** and **IN-PERSON!**

Student Feedback from FY20:

"I would say this has been the most outstanding training I can recall in over 30 years of civil service."

"One of the BEST courses on leadership principles I've taken ... Really enjoyed it."

"I've never done a virtual class like this - I was very impressed ..."

INTERACTIVE CLASSROOMS



Classroom time is spent on group discussion, case study review, & small group exercises: **NOT POWERPOINT PRESENTATION.**