

Coaching Skills For OJT

Course Objectives:

To introduce OJT to Supervisors, Section Leaders and Skilled Workers and equip them with skills required to be able to effectively coach staff members or trainees during OJT.

Course Contents:

- Framework on Coaching for OJT
 - How to prepare for Effective Coaching
 - How to Demonstrate
 - How to Provide Guided Instruction
 - How to Provide Skills Practice
 - How to Follow-up Systematically
 - How to Evaluate the Learning Achieved

- Roles and Responsibilities of a coach in the workplace
 - Coaching process (Do's and Don'ts)
 - Communication Skills (listening, use of verbal language, body language, voice tonality)
 - How to understand the trainee's perspective for effective coaching
 - Building rapport with the trainee
 - Managing conflicts / disagreements
 - How to give effective feedback
 - How to motivate

- Coaching Exercise (Role Play)

- Feedback Session

Who Should Attend:

Managers, Supervisors, Section Leaders, Line Leaders, Experienced Operators, Skilled Workers and anyone who is tasked to coach a fellow staff member while on the job.

Training Methodology:

Combination of lecture, with practical/hands-on approach such as role play, case study, presentation and group discussion.

Award of Certificate:

Participants will be issued with a Certificate of Successful Completion upon meeting 75% of the required course attendance.

Duration:

1 day (7 hours)

Course Fee:

\$350 nett per trainee (GST is not applicable).

(Course fee is inclusive of all training materials and light refreshments.)