



Successful Coaching: A Guide for Managers

Adopting a coaching style may be helpful when you need to inspire or motivate your team. Here are some ideas for how to improve your coaching skills.

Focus on Growth

- Help team members develop skills that may be useful in their work
- Challenge team members to move past their current limitations
- Encourage team members to “fall forward” and see mistakes as learning opportunities

Support Your Team

- Communicate clear expectations and empower your team to solve problems
- Establish clear guidelines on which decisions team members can make themselves and which should be brought to you
- Give praise when it is deserved and acknowledge hard work and extra effort
- Monitor workloads and provide assistance where needed
- Advocate for resources that will help your team meet goals and objectives

Lead by Example

- Be honest and consistent in your interactions with direct reports
- Maintain an “open door” policy that encourages team members to come to you with workplace concerns
- Treat team members (and any private information they share) with respect
- Listen to your team’s concerns and ask for ideas on how to make improvements

The LifeMatters Management Consultation Service is available 24/7/365 to address any management concern. Call anytime.

Quick Tips:

- **Manage by “walking around” or touch base with team members frequently (when working remotely)**
- **Address problems promptly and be accountable for finding solutions**
- **Ask the LifeMatters Management Consultation Service for suggestions on how to improve your coaching skills**

1-800-367-7474

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Language assistance services in your preferred spoken and written languages are available at no cost by calling 1-800-367-7474.

