

The Employee of Choice: Workplace Success Coaching

Available Facilitator(s)	Time	Type
Tameika Scott	1 hour	Workshop

Course Description

This workshop introduces two concepts: The “Employee of Choice” and the soft skills this individual ideally possesses; and the concept of “Workplace Success Coaching,” an innovative, yet simple method of coaching employees (clients) through workplace issues with a focus on employment retention. Based on the GROW coaching model, Workplace Success Coaching helps individuals navigate through employment related issues by participating in the resolution of their own workplace problems. The focus of this session is ensuring that clients are equipped with the workplace interaction skills necessary to retain employment, which includes this type of problem resolution.

Training Objectives

1. Understand the concept of an Employee of Choice
2. Be more aware and acknowledge the impact workplace issues have on a client’s ability to stay employed
3. Learn and apply the Workplace Success Coaching method
4. Know where to find and refer resources to assist employees (clients) with work related topics

Materials & Supplies Needed

- Training supplies (Projector, Screen, Microphone, Flip Chart, Markers)
- Handouts (Workplace Success Coaching Template, Workplace Success Coaching Guide)

Time	Section	Topic	Details	Activities
5 min	Overview	<i>Welcome and Introduction</i>	<ul style="list-style-type: none"> ▪ Welcome ▪ Facilitator introduction 	
		<i>Purpose</i>	<ul style="list-style-type: none"> ▪ EOC Philosophy & Values ▪ Session Objectives 	
5 min	The Employee of Choice: The Case for Soft Skills	<i>A Problem Worth Solving</i>	<ul style="list-style-type: none"> ▪ A Lack of Workplace Interaction Skills ▪ What the Numbers Show 	
5 min		<i>What Employees Need</i>	<ul style="list-style-type: none"> ▪ What Employers are Saying ▪ What Employees Need ▪ How the Soft Skills Gap Impacts a Healthy Work Environment 	
35 min	The Solution	<i>The Employee of Choice + Workplace Success Coaching</i>	<ul style="list-style-type: none"> ▪ Solution: The Employee of Choice ▪ Workplace Success Coaching: A Societal Skill worth Teaching ▪ The Process: A Simple Approach ▪ The Process: Who, What, When, Why, How Come? ▪ The Process: Triggers ▪ The Process: Now What 	
		<i>Workplace Success Coaching in Action</i>	<ul style="list-style-type: none"> ▪ Workplace Success Planning Template ▪ Workplace Success Planning Example 	Workplace Success Guide Scenario w/ Action Planning
10 min	What's Next	<i>Training, Resources & Referrals</i>	<ul style="list-style-type: none"> ▪ Know Your Resources ▪ Top Employee Referrals ▪ Workplace Success Coach Training 	