



Successful Coaching: A Guide for Managers

Adopting a coaching style may be helpful when you need to inspire or motivate your team. This management approach is focused on encouraging people to:

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

These tips will help you incorporate coaching into your management style:

- **Earn trust.** A team that trusts your leadership will be more likely to stay focused and on task during times of uncertainty or change. You can earn trust by:
 - Being honest and straightforward in interactions with direct reports
 - Treating each person (and any private information they share) with respect
 - Promptly addressing workplace concerns
- **Be consistent and approachable.** Maintain an open-door policy that encourages your team to come to you with problems or concerns. Being perceived as emotionally “safe” will enhance trust in your leadership.

- **Communicate clear expectations.** Providing clear, consistent instructions will empower your team to solve problems and respond to challenges. It will also help them know when it’s best to involve you in a situation rather than trying to handle it on their own.
- **Reward performance.** Give praise when it is deserved. Acknowledge both major accomplishments and the reliable handling of day-to-day tasks.
- **Monitor workloads.** Periodically review each team member’s workload. Consider why each task is necessary and how it contributes to team goals. If a task seems inefficient or resources are better used elsewhere, consider shifting the person’s responsibilities so that they are aligned with key business needs.
- **Support your team.** Ask team members what resources would assist them with doing their jobs or accomplishing specific tasks. If you are unable to obtain the ideal resource, look for alternative solutions or temporary workarounds. This is a chance to be creative!

Incorporating coaching into your management style will help you grow as a leader. The LifeMatters Management Consultation Service can help you develop coaching skills or address any other management concern. Call anytime.

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