

# Contents

This handbook is designed to enhance your understanding of coaching and help you find ways of making it work for you and your team.

It does not prescribe one way to coach. Rather, it will clarify the process, offer models, and examine the variety of approaches used by effective coaches.

## Contents

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| <b>Page 3</b>      | shows you how the handbook is constructed and will help you find your way around it.   |
| <b>Pages 4–7</b>   | will help you understand coaching and what it requires from you.                       |
| <b>Pages 8–13</b>  | look at the styles of coaching you may use to help different people in your team.      |
| <b>Pages 14–15</b> | provide a coaching model and take you through an introductory coaching session.        |
| <b>Pages 16–23</b> | explore the skills that will underpin your work as a coach.                            |
| <b>Pages 24–25</b> | help you get started with coaching, including looking at possible obstacles.           |
| <b>Pages 26–27</b> | consider how coaching contributes to the learning organisation and its CPD strategies. |
| <b>Page 28</b>     | offers suggestions for further reading.  |