## Today’s Agenda

* Define coaching, mentoring and the GROW model.
* Identify and set appropriate goals using the SMART technique of goal setting.
* Identify the steps necessary in defining the current state or reality of your employee’s situation.
* Identify the steps needed in defining options for your employee and turn them into a preliminary plan.
* Identify the steps in developing a finalized plan or wrapping it up and getting your employee motivated to accomplish those plans.
* Identify the benefits of building and fostering trust with your employee.
* Identify the steps in giving effective feedback while maintaining trust.
* Identify and overcoming common obstacles to the growth and development of your employee.
* Identify when the coaching is at an end and transitioning your employee to other growth opportunities.
* Identify the difference between mentoring and coaching, using both to enable long-term development through a positive relationship with your employee.