

Anytime Coaching

Course Number: 4700

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Learn how to best coach employees to help them gain new insights and make effective decisions that align their work with your organization's mission. The Anytime Coaching model provides supervisors with approaches to finding coachable moments in everyday interactions. Guide your employees to solve workplace problems, build relationships, and overcome performance issues.

Intended Audience

This course is designed for supervisors, team leads, and leaders who want to learn how to respond and coach their team to unlock their fullest potential.

Course Learning Objectives

- Analyze coaching and mindfulness opportunities in everyday leadership
- Use observation skills to navigate coaching situations effectively
- Develop active listening skills
- Ask powerful questions that help employees realize their full potential
- Analyze strategies for responding effectively during coaching conversations
- Practice applying the Anytime Coaching skills of observing, listening, inquiring, and responding

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

DAY ONE	
MORNING	Module 1: Intro to Anytime Coaching
LUNCH	

Anytime Coaching

AFTERNOON	Module 2: The Practice of Observing
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DAY TWO	
MORNING	Module 3: The Practice of Listening
LUNCH	
AFTERNOON	Module 4: The Practice of Inquiring

DAY THREE	
MORNING	Module 5: The Practice of Responding
LUNCH	
AFTERNOON	Module 6: Capstone: Putting Anytime Coaching to Practice

Learning Methods

Individual, small-group, and large-group exercises; lecture, discussion, case study, action planning

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personal Development
- Level: Intermediate
- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Management Concepts Certificate Program Relationship

Anytime Coaching

This is an elective course in the following program(s):

- [Business Analysis and Requirements Management Master Track](#)
- [Supervision Certificate Program](#)
- [Project Management Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Human Capital Certificate Program](#)
- [Agile in Government Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Auditing Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Program Management Certificate Program](#)

Prerequisites

There are no prerequisites for this course.

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Leadership Skills and Techniques](#)
- [Breakthrough Problem Solving](#)
- [Building and Sustaining Teams](#)

Anytime Coaching

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4700>



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