

Frequently Asked Questions

Course Title: Anytime Coaching

Course #: 4700

Duration: 3 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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.

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

There are no prerequisites for this course.

6. Do I have to complete any prework for the course?

There is no prework required for this course.

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7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Personal Development

NASBA Level: Intermediate

CEUs: 1.9

PDU: 21

CLPs: 24

10. What course(s) do you recommend after I complete this course?

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

11. What are Additional Features?

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Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).

12. What's in it for me?

This course provides an in-depth look at the ways leaders can incorporate coachable moments into their workplace setting. With opportunities for self-assessment and collaborative practice, this learning experience provides supervisors and team leads with the skills and strategies necessary to drive performance everyday with their teams.