



# BUDDY COACHING

## (Coach Others in Job Skills)

### (THHGTR01B)

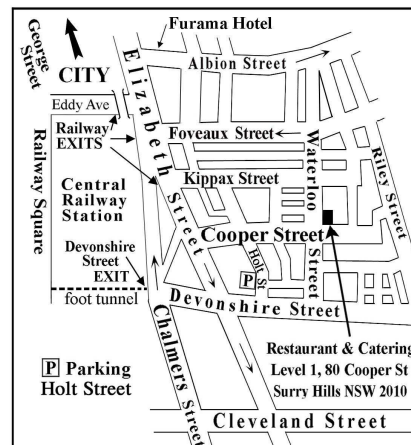
This unit deals with the skills and knowledge required to provide on-the-job coaching to colleagues

#### Training is more than just telling people what to do!

- Follow-up support from the trainer is included to put your new skills into practice immediately
- You receive a nationally recognised qualification *Coach others in Job Skills – THHGTR01B*
- Build your confidence in training staff and feel more effective in your daily management of people
- Reduce staff turnover - good training is a powerful way to attract and keep good staff
- Learn tried and tested methods to train staff quickly and effectively

#### The workshop covers the following important topics

- Ways to motivate people to learn new skills by coaching
- How to divide training into manageable parts
- How to prepare short effective coaching sessions
- Principles of Coaching – how to get your message across and hold people's interest
- How to assess the results of training – getting beyond the 'pass' and 'fail' mentality
- How to measure the effectiveness of coaching in your workplace
- Practice sessions on the topics of your choice that you can use at work



**Particularly useful training course for people in the Hospitality Sector**

**Cost:** 2 Days \$209.00 (GST Inc \$19.00) from 9.00am – 4.30pm each day . **This is a two part course**

**Date:** Monday 10 September continuing to Tuesday 18 September 2007

Includes Manual, Statement of Attainment, and Morning Tea & Refreshments each day.

Need more info? Ph the Training Dept on 02 9211 3500 or 1300 650 646 Email – [stephenb@rcnsw.asn.au](mailto:stephenb@rcnsw.asn.au)

## Registration: BUDDY COACHING (Coach others in Job Skills THHATRO1B)

Applicant's Name \_\_\_\_\_ Position \_\_\_\_\_

Organisation \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ Postcode \_\_\_\_\_

Email \_\_\_\_\_

Course Date \_\_\_\_\_ Held at \_\_\_\_\_

Authorised by \_\_\_\_\_ Position \_\_\_\_\_

Total payment \$ \_\_\_\_\_  Bankcard  MasterCard  Visa  Amex  Diners Club  Cheque (payable to R&CNSW)

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

Card No. \_\_\_\_\_ Expiry date \_\_\_\_ / \_\_\_\_

Registration confirmed when full payment received. No refunds available within 7 days of workshop.  
A substitute delegate is welcome if you cannot attend. R&CNSW reserves the right to alter program without notice.

**POST** to: Restaurant & Catering NSW Level 1, 80 Cooper St. Surry Hills, NSW 2010 or **FAX** to: 02-9211 3800