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continuous effort to make it a part of your management practices. Use the tips in the following list to help incorporate coaching and mentoring techniques into your management practices: Delegate: Articulate the results you want to see, set parameters, determine what support the employee needs, and set times to conduct progress reviews along



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the way.

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Open-ended, guiding

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questions lead to more detailed and thoughtful answers, which lead to more productive coaching conversations.

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How to Use the Tool.

To structure a coaching or mentoring session using the GROW Model, take the following steps: 1. Establish the Goal. First, you and your team member need to look at the behavior that you want to change, and then structure this change as a goal that she wants to achieve..

Make sure that this is a SMART goal; one that

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