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Hello and Welcome to *Track Training Tips Number 3*.

This month's topic is that most cost effective alternative to sending people off on public based courses – Coaching in the place of work.

**10 Steps to Effective On-The-Job Coaching.**

1. Analyse the real coaching need
2. Get the Learner's buy in and agreement
3. Choose the right Coach for the Learner
4. Choose the right time and place
5. Coach in Bite Sized Chunks
6. Produce a Learning Contract
7. Review progress regularly
8. Offer continuous praise and motivation
9. Review the impact of the coaching on performance
10. Spread the good word regarding the positive, cost effective benefits of Coaching throughout the organisation

Good Luck – and Happy Coaching