

# Workplace Tutor as a Coach

Topic in the Training Program:	During: Practical training methods, providing feedback
Competence to be trained:	Coaching principles and skills; supporting motivation
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## How to build the conversation...

### PREPARE! Consider:

- How to begin;
- Main questions;
- Possible scenarios;
- Future plan

**GOAL:** have it in mind or formulate together

**STRONG (RELEVANT) QUESTIONS:**  
Use open questions

**ACTIVE LISTENING:**  
show interest, pick up key points, check if you understand correctly

**REGULAR FEEDBACK:**  
encourage, support, summarize

**FOLLOW UP:**  
another/more meetings to follow up on the Plan

**AGREE ON ACTION PLAN:**  
What will be the next step .... Shall we try out ...

### Why ask questions:

When you talk, you are only repeating what you already know. But if you listen, you may learn something new.

- Dalai Lama

