



COACHING FOR WORKPLACE LEARNING



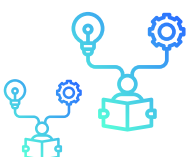
MODULE SYNOPSIS

Elevate Your Skills with Coaching for Workplace Learning!

Workplace learning is most effective when it combines real experiences with structured coaching and timely feedback from experienced colleagues. This approach enhances individual performance and leads to better outcomes for the entire organisation.

The 'Coaching for Workplace Learning' module empowers you to facilitate learning directly in the workplace. You will learn a structured coaching model that aligns with job competencies in On-the-Job Training (OJT) blueprints, ensuring your coaching is relevant and practical.

You will also develop skills to assess trainee competencies and evaluate your coaching methods. This focus on assessment helps identify areas for improvement and fosters a culture of continuous growth.



COACHING FOR WORKPLACE LEARNING

WHAT YOU WILL LEARN

- Explain the concept of coaching plan
- Interpret training guidelines from OJT blueprints
- Apply reflection techniques
- Build rapport and trust
- Determine performance gaps and learning needs
- Coach performance
- Monitor progress
- Prepare for assessment
- Conduct assessment
- Facilitate learner self-reflection
- Reflect on coaching

ADMISSION GUIDELINES

Individuals should have a good command of English, possess self-motivation and self-discipline for those attending online learning, and preferably have completed the 'Design & Develop OJT Programme' or 'OJT Blueprint for Workplace Learning' modules. They should also possess subject matter specialisation and industry experience, while being proficient in IT software and communication tools to source and analyse relevant materials effectively.

WHO SHOULD ATTEND

Trainers, Supervisors, Coaches, and Mentors involved in Work-Study Diploma who aspire to be effective Workplace Learning Coaches leading to improved individual performance and organisational outcomes.



1800-2222-111



<https://www.ite.edu.sg/courses/part-time-courses/train-the-trainer/coaching-for-workplace-learning>



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COACHING FOR WORKPLACE LEARNING



E-certificate



21 hours



**Classroom /
Synchronous e-learning/
Blended^ modes**

^Blended mode: Course participants are required to (1) complete the self-directed online learning package and (2) submit a completed coaching plan assignment through online learning portal by end of 3 weeks. Those who did not meet these 2 requirements will not be eligible to attend the 2-day (14 hours) face-to-face classroom training, and would be deemed to have failed the course.

COURSE APPLICATION

Classroom



<https://go.gov.sg/itecwlc>

Synchronous E-learning



<https://go.gov.sg/itecwls>

**Blended (Classroom &
Asynchronous)**



<https://go.gov.sg/itecwlb>



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