

# Coaching & Relationship Building

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***Teaching***

Helping others learn how to do their jobs. Passing on your skills and experience to others. Instructing people in the reliable way of performing the required activities.

***Evaluating***

Assessing progress against targeted results. Assessing both the process and results. Assessing both teams and individuals.

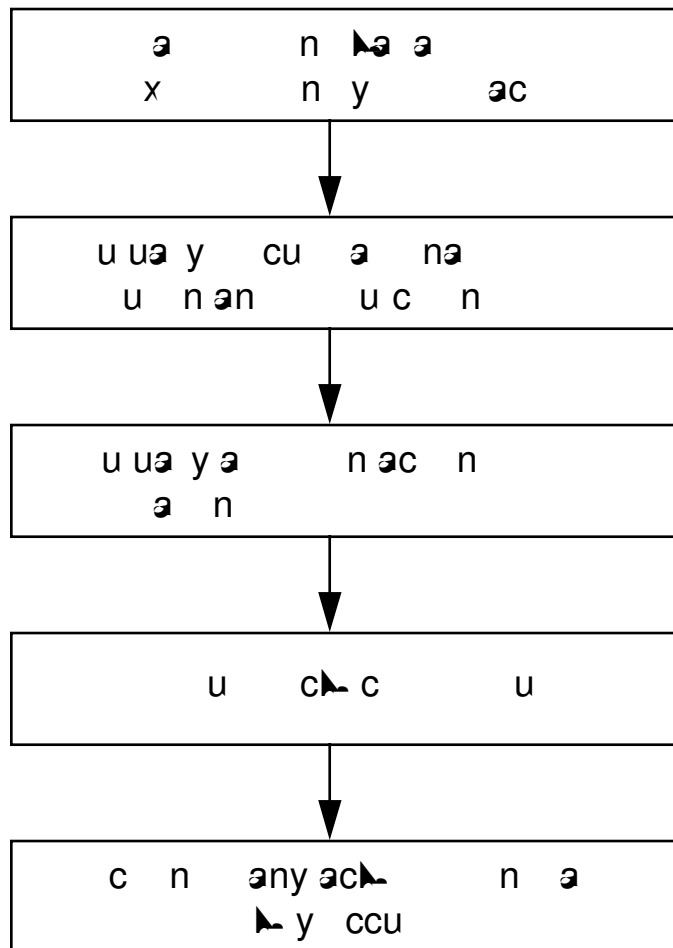
*Co*

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**Addressing Performance Problems**

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**A Guide to Constructive Feedback**

1 **Be specific.** s bs b s  
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• • w b s b  
b • b  
ss bs

**Focus on behavior, not personality.**

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conc, n .

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bs                      • S      S                      -      •      •                      S      •                      SS

-      -      •                      S                      S      -



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