MBA 695 Special Topics: Leadership Coaching

Ms. Dianne Garrett
374 Bryan Building
336.334.4536
drgarret@uncg.edu (best way to reach me)
Office Hours: by appointment

This syllabus is subject to improvements & minor changes & corrections.

Class Overview & Intention:
Coaching is a set of communication skills to help others increase their performance. Personal and professional growth is important for the individual and important for organizations as well and it’s a leader’s responsibility. Leaders (you) must model growth and the create an environment for growth & high achievement.

This class has four main areas of focus:
1. We need to learn about human thinking & obstacles
2. We need to learn how to perform the coaching conversation
3. We need to learn about human change processes, for individuals and organizations
4. We need to learn how to apply the coaching conversation process & change processes in the workplace.

Because coaching is new to most people, this course is reading & conversation-based. We will have in-class coaching experiences & group activities. You have multiple discussion boards for engagement & to forward your learning. Graded assignments are discussion boards, performance documents and final a topic paper.

Course Objectives:
At the end of the course, successful students should be able to...

- Create performance documents
- Demonstrate knowledge in
  - The coaching conversation process
  - Improved listening skills
  - Understanding in the human change process
  - Understanding the impact of brain functions on change
- Integrate the coaching conversation process with human change processes and brain understanding to workplace experiences.

Course Requirements:
- Recommended text: Donald Kirkpatrick, 2nd Edition, Improving Employee Performance Through Appraisal and Coaching
- Attend every class. See the instructor immediately for extenuating circumstances.

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Robert Hargrove
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Robert Hargrove
The Joseph M. Bryan School of Business and Economics  
UNIVERSITY OF NORTH CAROLINA AT GREENSBORO

Final:
Write a 7+ business report that integrates and applies the course information in the format that you believe best suits the information that you deliver.

Options:
4. Personal Case Application – Coaching strategy application & action plan
5. Assigned Case Application – Coaching strategy application & action plan
6. The Human Brain & Coaching: Apply this knowledge to you/work.

Grading standards:
A, A-, B+, B, B-, C+, C, F

A = 100-94; A- = 93-90; B+ = 89-87; B = 86-84; B- = 83-80; C+ = 79-77; C = 76-74; F = 73 & below

A= Excellent – indicates achievement of distinction.
B= Good – indicates general achievement superior to the acceptable standard
C= Satisfactory – indicates the acceptable standard for passing the course

You are graded on both content and grammar/mechanics.

Writing Rubric
'A' paper is
• Well-thought out and organized. Excellent flow.
• On purpose
• Content rich
• Free of grammatical and mechanical errors

'B' paper is
• Logical and organized. Acceptable flow.
• On Purpose
• Content full
• With few unafflicting grammatical and mechanical errors

'C' paper is
• Organization is clear in attempt, yet missing readability
• Slight variance off topic
• Some missing content
• A few grammatical or mechanical errors

Unacceptable for MBA level product

Use Business Writing Standards:
• Concise & complete
• Use single-spacing and standard margins.
• Use 11 font size.
• Be sure to spell check.
• Limit your use of passive voice.
• Use strong active verbs.
• Don’t use ‘I think,’ ‘I believe,’ etc.

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