SOFT SKILLS AND WORKPLACE COMMUNICATION

Feedback and Coaching Conversations

Practise developmental feedback and one-to-one coaching conversations using real workplace cases.

5 sessions × 1.5 hours · 7.5 hours · 890 AZN. Prices may change depending on current conditions.

Who is it for

For team leads, new managers, HR professionals and mentors.

Programme purpose

Learn to separate observation from judgement, give clear feedback, ask useful coaching questions and agree on measurable development steps. This is not a professional coach accreditation.

By the end you will be able to

- You will create a repeatable one-to-one meeting structure, feedback example and development plan.

Practical assignments

- We will prepare a feedback and development meeting script for one real employee situation.

Session plan

01 Session 1: feedback purpose and observable facts

02 Session 2: clear and respectful feedback practice

03 Session 3: coaching questions and active listening

04 Session 4: performance conversation simulation

05 Session 5: development commitments and follow-up plan

Final practical output

You will create a repeatable one-to-one meeting structure, feedback example and development plan.

Assessment and feedback

The final practical work receives trainer feedback on fit to a real or sample situation, clarity of reasoning and actionable next steps.

Training format

Individual live online training only: one participant and one trainer. 5 sessions × 90 minutes (450 minutes total). Zoom / Google Meet; schedule agreed individually.

Topic references

Center for Creative Leadership — Leadership Topics: https://www.ccl.org/leadership-solutions/leadership-topics/

References inform the topics; AİTM does not claim accreditation by these organisations.

Contact and enrolment
Aseto İnkişaf Təlim Mərkəzi (AİTM) · Bakı, Azərbaycan
+994 10 389 39 29 · custom@aitm.az · aitm.az
https://aitm.az/en/individual-online-training/feedback-coaching-conversations