



Australian Government

SIRXTAD003 Coach others for success

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to identify coaching needs and provide coaching to team members for improved performance.

It applies to individuals working in frontline management roles in a diverse range of industry sectors and business contexts. They operate independently with some responsibility for development of others, and within established organisational policies and procedures.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Training and Development

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Identify coaching needs.
2. Provide coaching to team members.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Identify coaching opportunities to improve team member's skills and knowledge levels.
- 1.2. Organise suitable time and place for coaching that is supportive and conducive to learning.
- 1.3. Agree on coaching format and communicate before coaching takes place.
- 2.1. Explain the purpose of coaching to team member.
- 2.2. Explain and demonstrate specific skills or processes to be focus of coaching.
- 2.3. Communicate required knowledge and check team

- member's understanding.
- 2.4. Discuss behaviours associated with the task or processes.
 - 2.5. Provide opportunities for team member to practise new skills and ask questions.
3. Follow up on coaching experience.
 - 3.1. Assess trainee ability to apply newly learnt skills and knowledge.
 - 3.2. Review goals with trainee, provide feedback in a supportive manner, and adjusted as necessary.
 - 3.3. Monitor progress of team members and provide ongoing support.
 - 3.4. Identify performance difficulties and rectify or refer to appropriate personnel for follow up.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Oral communication skills to:	<ul style="list-style-type: none"> • use active listening and open questioning techniques to confirm trainee understanding of information provided during coaching experience.
Initiative and enterprise skills to:	<ul style="list-style-type: none"> • identify difficulties experienced by the trainee throughout coaching experience and adjust approaches to coaching accordingly.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ca051b1b-5101-4ec2-ac1c-49699303188d>