

Qualities of an EFFECTIVE Manager, Trainer or Coach

By Bob 'Idea Man' Hooley

Becoming a good manager/coach means learning to draw on your abilities and skills to train those who need your help.

Over the years, and more so since I moved into the realm of professional speaking and training I've learned the importance of these traits and have been diligently working to enhance them in my own efforts. I found they work in management situations on the job and in the co-ordination and management of volunteers as well.

Here are some of the traits of successful and effective managers, trainers and coaches.

Good Communications Skills

- Use clear and concise language to instruct, direct and coach
- Use your active listening skills to draw them out and fully understand them
- Maintain eye contact

Solid understanding of the subject

- Comprehensive understanding of the subject or skills
- Willingness to draw from your background as a bridge or foundation to teach
- Willingness to grow and update your professional development

Experience

- It helps if you have done the job personally (and well would be good too)
- Previous experience in training

Patience

- New people can make mistakes while they learn
- It often takes a few tries to get it right (keep up encouragement)
- Remember how it was for you when you started out?

Interest in being a trainer

- You need to 'truly' enjoy helping people
- Seeing people grow and learn makes you feel good
- Seeing others' success gives you a sense of pride and satisfaction

Genuine respect for other people

- People view you as being knowledgeable (you model it)
- People view you as being trustful and trustworthy (you've earned it)

Well developed sense of humor

- You see the humor in the situation (you express it)
- You don't take yourself or life too seriously (you lighten it)

Having these traits and skills won't guarantee your success as a manager, trainer or coach; but they will give you a better chance to do the job effectively.

If you are committed to building your career and want to move into management, or are already a manager then these traits need to be a part of how you live your life in that role. The more you demonstrate these, the more your staff will respond to your leadership, and the more productive they will become.

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