

# COACHING on PEOPLE MANAGEMENT SKILLS



**Louie Banta**

**CEO & Chief Consultant**

Trained 531 Organizations in 24 countries, 5 continents  
30 Years of L&D, OD Experience  
80 Courses in the Portfolio

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# Schedule of the COACHING ACTIVITIES

8 Weeks, 1.5 hrs per week

Week1

## ASSESSMENT:

Data gathering to identify specific needs

1. 1-hour Interview with the immediate superior
2. Survey questionnaire to be answered by direct reports
3. 1-on-1 interviews with 3 direct reports (identities will be withheld)



Week 2

## FEEDBACK & GOAL SETTING:

Sharing results of the assessment with the coachee, analyzing and identifying **LEARNING-COACHING GOALS**.

1. What People Management **STRENGTHS** to sustain?
2. What People Management **AREAS** for **IMPROVEMENT** to address?
3. How **PROGRESS** will be documented and tracked?
4. What are Top 2 **QUICK WINS** (Easy to implement behavioral changes) that the coachee commits in the next 7 days?



Week 3 to week 8

1. **Review** of learning goals & quick wins set for the past week
2. **Reporting** of achievements on the quick wins
3. **Identifying** challenges and coaching on how to hurdle them
4. What are Top 2 **QUICK WINS** (Easy to implement behavioral changes) that the coachee commits in the next 7 days?



## INCLUSIONS:

1. Weekly activities as indicated
2. 1-pager Executive Summary report every week submitted to the immediate superior of the coachee.
3. Submission of a Completion Report - with observations and recommendations.

**IMPORTANT NOTE:** The success of this coaching program is a joint responsibility of the Coach and Coachee.

Two cornerstones of this coaching program are (1) willingness of the coachee to be coached (and participate actively in the coaching sessions, completing all assignments) and (2) willingness of the coach to implement necessary commitments. If these 2 prerequisites no longer exist, the coach has the right to terminate the future coaching sessions after sending a written notice. LJMB will still bill for coaching sessions rendered.

Your COACH  
EXPERT.  
ENGAGING.  
EMPOWERING.

## LOUIE BANTA

CEO & Chief Consultant

Louie has 30 years of combined work experience in Training, Education and Development, Human Resources and Organizational Development. He established LJMB Management Consultancy Services in 2005.

He has trained employees from all functional groups (Sales, Marketing, Production, Operations, Customer Service, Finance, HR, etc.) from all levels (staff up to senior management and executive positions) and from 531 companies in over 22 industries. He has conducted workshops for audiences in Australia, United States, Germany, Dominican Republic, Indonesia, India, as well as Singapore and has handled 22 different nationalities as participants.

A well-rounded Learning and HROD professional, he has effectively designed and conducted a wide range of highly-customized Learning and OD solutions – from Leadership/ Management Development to Culture Building, from Team Building to Personal and Professional Skills Enhancement.

He started as an Instructor for the Psychology Department of De La Salle University in 1992 and moved into the corporate world as a Senior Training Officer. Louie was an HR & Training Manager in a group of companies involved in the hotel and restaurant, manufacturing and service businesses. Then, he served as a Managing Consultant for one of the biggest and oldest local training companies, leading the design and production function for the Supervisory, Management and Organizational Development Division. Louie also served as a Director for Learning Effectiveness/ Leadership Development of a BPO company with 22,000 employees.

Louie was a Board Member of the Philippine Society of Training and Development (heading the Membership Committee in 2007) and was an Advanced Communicator-Advanced Leader in the TOPS Toastmasters' Club of Makati. He was a Toastmasters speech champion, having gone all the way to the District 75 (National Finals) International Speech Competition in 2012. He finished AB Psychology, attended courses in Counseling Psychology and was an MS (Candidate) of Industrial-Organizational Psychology – all from De La Salle University.

He is a Certified Facilitator of Strengths Deployment Inventory.





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