

## What Is Workplace Coaching?

Workplace coaching is a service in which a trained peer from within the Mason community helps a faculty or staff member address a workplace issue they are facing.

A workplace coach can help you

- Clearly identify the issue(s).
- Clarify perceptions.
- Identify and develop desirable outcomes and options.
- Develop and prepare for a plan of action.

Workplace coaching sessions are confidential one-on-one meetings that can help you better understand your expectations of others and, conversely, their expectations of you. Coaches do not tell you what to do. Instead, they help you reflect on your particular situation and develop options that work best for you. Workplace coaches can also serve as sounding boards and help you process your thoughts.

## How Do I Find a Coach?

Workplace coaches are available on all campuses. For more information on workplace coaching

- Call our Employee Relations team at 703-993-3878.
- E-mail us at [EmpRel@gmu.edu](mailto:EmpRel@gmu.edu).
- Visit our web site at [hr.gmu.edu/emp\\_relations/coaching.php](http://hr.gmu.edu/emp_relations/coaching.php).

A member of the Employee Relations team will talk with you confidentially about your situation and match your needs with an available coach.



*Taking  
the Stress  
Out of  
Finding  
Solutions*

# Workplace Coaching

*Bridging the Gap  
Between Problems and Solutions*



**Human Resources and Payroll**  
4087 University Drive, MS 3C3  
Fairfax, Virginia 22030  
Phone: 703-993-2600  
Fax: 703-993-2601

[hr.gmu.edu](http://hr.gmu.edu)



**Human Resources  
and Payroll**



## Program Goals

Taking the time to find ways to effectively address difficult situations makes work more fulfilling and a good place to be. As one of the many services offered through Employee Relations in Human Resources and Payroll, the Workplace Coaching Program helps university faculty and staff identify and resolve those work-related issues. Workplace coaches support the development of better working relationships and help build better work environments.

The Workplace Coaching Program is built on the concept that no one knows your situation better than you do, so you are best equipped to identify a solution that will work for you. Workplace coaches empower you to find that solution.

## How Can a Coach Help Me?

Our coaches are able to assist faculty and staff in a wide variety of situations. For example, they can

- Talk through options for handling workplace conflict with colleagues and others.
- Help you develop and improve your communication, team-building, and leadership skills.
- Help you prepare for a difficult conversation.
- Brainstorm options for career growth.
- Help with personal situations that are affecting your work.
- Proactively address issues before they affect your work.
- Help you analyze why a course of action is not working.
- Provide resources from campus and community experts.

## Who Are the Coaches?

Whether you are a faculty member, a supervisor, or a classified staff member, we have a coach to meet your needs. Workplace coaches are members of academic and nonacademic areas who have been trained in coaching skills and workplace issues. Each coach brings a wealth of knowledge and experience to assist you in finding the solution you seek and is committed to confidentiality and the highest of ethical standards. The Employee Relations staff in the Human Resources and Payroll Department administers the program, including quality control measures and regular skills development opportunities for the coaches.

