



Coaching, Evaluating and Delivering Constructive Feedback – Learning Series

Coaching, Evaluating and Delivering Constructive Feedback: Series Kick-off

We are pleased to introduce the Virtual Learning Series: Coaching, Evaluating and Delivering Constructive Feedback, part of the Commonwealth's effort to bring useful and effective skills development to employees. This voluntary email learning series was created to provide managers/supervisors with relevant information to enhance their ability to effectively coach, evaluate, and deliver ongoing feedback to their direct reports.

Why a Virtual Learning Series?

Coaching, Evaluating and Delivering Constructive Feedback was designed to deliver valuable professional development tools and information to Commonwealth Managers and Supervisors in a convenient, timely manner. Short, periodic emails and supporting activities were developed with your busy schedule in mind. As you work to build and maintain high-performing teams, the topics in this series will help you enhance your skills as a manager, supervisor and coach.

How do I Participate?

Next week you will receive the first email in the series. There is **no need to opt-in** or take any additional steps, as **you will automatically receive each email in the series**. There are **13 emails in the series**, distributed once a month for 13 months. Each covers a unique coaching topic and will take about 15 minutes to read initially, but will contain content that you will want to come back to as you seek to integrate these skills into your day to day interactions. Most emails will provide additional **opportunities to interact with the topic**, including job aids, worksheets, knowledge checks, discussion groups, and panel discussions. **No participation is required**, but full **participation is recommended** to completely engage with the topic and gain the most value from the series.

Why Coaching?

This series was developed to respond to a direct request from Commonwealth employees. As part of the MassHR initiative, interviews and focus groups were conducted with employees from various Agencies and Departments. We heard a consistent theme; that coaching skills were identified as an area of development for managers and supervisors. To

learn more about MassHR, please visit the MassHR website [Mass.Gov/MassHR](https://www.mass.gov/masshr).

If you have any questions or would like to provide feedback on the series, please email HRDTraining@Massmail.State.MA.US Your questions and feedback are welcomed, and will inform enhancements to future iterations of this series.

Thanks for your public service to the Commonwealth and your continued interest in professional development.