

Correspondence Training

**July 2016**

**Coaching Tip of the Month for Supervisors**

**Correspondence Training is a strategy for task completion and goal attainment. The idea is that individuals make statements regarding their own behavior, and then coaches reinforce it when their statement and behavior correspond.**

1. **Staff select the behaviors they want to work on:**

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1. **Have a staff member verbally commit to the behavior:**

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1. **Praise after behavior is exhibited:**

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“I think I want to get here a little earlier, so I feel a little more organized before the day starts.”

“I agree that we should work on your stress. What do you think would make a difference in your day, and make you feel less stressed?”

“Yeah. That has always been key for me. Just having some time to get coffee and get organized is huge. What time do you want to get in tomorrow?”

“I need to get here 15 minutes earlier.”

I’m going to make a habit out of this.

“You did it! See you again at the same time tomorrow?”