

**Mississippi Chapter
Association for Talent Development
Chapter Meeting, via Zoom video conferencing**

**February 17, 2022
11:30 am to 1:00 pm
Minutes**

In response to the Coronavirus pandemic and to keep our members safe, meetings are conducted virtually until determined otherwise.

Welcome & Opening Comments:

The meeting was opened at 11:30 a.m. by Gloria Mwase, President-Elect of the Mississippi Chapter of Association for Talent Development (ATD). She welcomed everyone and thanked everyone for attending.

There were a total of 10 people in attendance including the speaker.

Items of Interest:

Dwight Turner shared some tips for praising performance with his employees.

Krystal Thurman explained the benefits of POWER membership and encouraged members to become dual members of both the local and national chapters of ATD.

Program:

Dwight Turner introduced our guest speaker, Pam Confer. Pam presented on the topic: Praising Performance – Coaching for Results.

Pam explained the difference between what coaching is and is not. Coaching is not teaching, mentoring, counseling or directing. Coaching successfully is an agreement and credibility.

Steps to help the coaching process are:

- Establish rapport
- Build trust
- Useful goals
- A development plan
- Ask useful questions
 - o Identify their points
 - o Discover other perspectives
 - o Determine their goals
- Give feedback
 - o Focus on behavior and results
 - o Be specific
 - o Use examples
 - o Focus on facts
 - o Choose the right place and time

Best practices for successful coaching are

- Decide when coaching is appropriate
- Ask if the employees want the coaching
- Acknowledge efforts and reward their success

Closing Comments:

Questions were asked to Pam by our group members. Closing comments were given by Gloria. She thanked Pam for being our speaker.

Gloria shared that all we will not be meeting in March. Our next meeting will be April 21st from 11:30-1:00/

Adjournment:

The meeting was adjourned by Gloria at 12:48 p.m.

Attendees:

Pam Confer, Speaker
Shelby Guillotte
LaShanda James
Gloria Mwase

Donna Sue Ward
Dwight Turner
Krystal Thurman
Mary McClendon

Willie Johnson
Jeremy Harris