



What are tasks, and why do they matter?

Tasks allow coaches to directly address learners' workplace challenges, so they can begin improving on-the-job right away.



SKILL FOCUS AREA



Pronunciation

EXAMPLE TASKS

- Introduce yourself to a colleague and engage in small talk
- Interview a job candidate
- Discuss an abstract non-work-related topic with a colleague
- Pitch a new project idea to your teammates

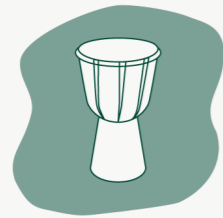
SKILL FOCUS AREA



Writing

EXAMPLE TASKS

- Explain highly technical material to a non-specialist
- Prepare a presentation outline with clearly defined sections
- Give a formal, 30-minute presentation to new recruits
- Give a presentation to a room full of colleagues



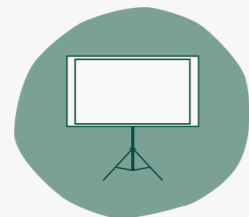
Culture

- Give advice to a colleague in an empathetic manner
- Discuss pop culture or current events with a colleague
- Discuss a non-work-related topic with a coworker
- In a social setting, ask a coworker what she thinks about an election



Interpersonal

- Discuss your progress for the week in a meeting with your manager
- Share your opinion on a teammate's project pitch
- Express your opinions and ideas in a brainstorming meeting
- Explain hard-to-swallow facts during a business meeting



Presentations

- Give your boss a detailed update on a team project
- Write a compelling email pitch for engineers in the hiring pool
- Write a thorough and high-quality performance review
- Provide a summary with feedback on a meeting you attended



Leadership

- Discuss and assess your job performance with your manager
- Give constructive feedback to an engineer you manage
- Moderate a 30-minute panel discussion at a conference
- Politely and confidently advocate for yourself (or others)