PROFESSIONAL DEVELOPMENT TRAINING

Coaching and Mentoring Training - Online Instructor-led 3hours

REQUEST QUOTE

0.5 DAY COURSE

The PD Training 3-Hour Coaching and Mentoring Training Course is delivered live, online and provides you with a deep understanding and the skills required to properly implement important techniques such as personal and professional goal setting, developing career options, overcoming personal obstacles, building trust, giving critical feedback and more.

Coaching and mentoring employees helps to boost productivity, create a healthier work environment, ensure smooth functioning of business processes and improve moral. As human resources are the key in any organisation, it is important to coach and mentor the less experienced employees appropriately to reduce attrition, improve staff retention and create a culture of continuous improvement.

This is a practical class that is suitable for all audiences and provides people with the tools that they can apply on-the-job (and in other contexts) the very next day. This is an instructor-led class that you can attend from home or your office.

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

These courses are facilitated in English, and are open to people from different industries across the United States, Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities. Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs see our outcomes in the reviews.

****Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

What You'll Gain:

In today's environment of changing technology and evolving organisations, coaching can create a strong competitive advantage. It provides options for continuous learning and develops staff to meet current and future needs. Business mentoring and coaching is an

investment that you make in developing your key resource - your people - for the long-term benefit of the organisation.

About 6 out of 10 (59%) organisations currently offer coaching or other developmental counselling to their managers and executives, according to a nationwide survey of more than 300 companies conducted by Manchester, a human capital consulting firm. Another 20% of organisations said they plan to offer such coaching within the next year.

Improved productivity occurs when managers develop strong relationships with their employees. Executive mentoring builds the capability of managers to help their employees with the intangible elements of human relationships. This Coaching and Mentoring Training program taught in this course will help you turn performance management into a collaborative process that benefits everyone.

Outcomes

In this course participants will:

- Understand the G.R.O.W. model and apply it
- Learn to set appropriate, effective goals using the S.M.A.R.T. technique
- Learn how to recognise the current state or reality of an employee's situation
- Understand the importance of building & fostering trust with employees
- Master the art of giving effective feedback while maintaining trust
- Recognise & overcome common obstacles that are holding employees back

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Modules

Lesson 1: What we Mean by Coaching and Mentoring

- Coaching vs Mentoring

Lesson 2: Coaching and Mentoring Using REACH

- Understanding my Style

Lesson 3: Structuring a Coaching Session

- Introducing the GROW Model
- Asking vs Telling
- Preparing for Coaching Conversations
- Setting Goals
- Reality - Bringing the Goal into Focus
- Options - What Options does the Coachee Have?

Lesson 4: Adjusting the GROW Model for Mentoring

- Benefits of Mentoring
- Using GROW for Mentoring

- Following up Coaching Conversations

Talk to our expert team

Phone:

Email: