



Coaching & Mentoring Training Seminar

Who Should Attend:

The target audience for this training seminar is Supervisors, Managers and Team Leaders who want to achieve exceptional results and get higher performance from their team.

Objectives:

At the end of this training seminar participants will be able to:

- Establish their ability to coach
- Avoid repeat failure performance
- Establish desired performances and outcomes and how to achieve these
- Prepare their top performers to achieve greater levels of success
- Make coaching a daily routine with their staff
- Boost staff morale, job satisfaction and retention
- Develop and sharpen managerial and leadership skills
- Foster the spirit of influence and power, reputation and recognition
- Establish and engage in supportive, guidance-providing mentoring relationships
- Understand and learn how to conduct mentoring conversations, using question - and story-based guidance techniques
- Handle challenges in the mentoring relationship

Content:

Basics of Coaching & Mentoring

- Complete assessments to determine potential versus actual performance
- Definitions of coaching & mentoring
- Clear up the myths about coaching & mentoring
- Personal perspective on coaching
- How does coaching impact performances
- Review concepts of a good mentoring program clearly identifying the objectives, benefits to mentors, benefits to organization and others and the overall impact/ results of such programmes.

- Identify and establish roles of mentor and the “mentee”

Critical Skills & Techniques

- Using open-ended questions in coaching exercises
- Listening skills
- Develop critical distinctions for language and make distinctions through live application
- Self-Evaluation of attitudes towards successful coaching
- Behavioural styles and support for coaching
- Identify the key qualities of a good mentor
- Understand and apply the 4 stages of a successful mentoring relationship
- Mentoring for succession planning