



Coaching and Mentoring

Overview

The programme is intended to develop an understanding of coaching and mentoring as two distinct different techniques for leadership effectiveness. It will set a foundation for mentoring and coaching relationships that will contribute to improved employee engagement, staff retention and skills transfer of your company's knowledge and enhance competence in the workplace. Various coaching models are taught which can easily be applied in the workplace. Mentoring is linked to employee development and positioned within the SAQA qualifications framework.

Content

MENTORING:

- What is mentoring?
- Mentoring within the SA Qualifications Framework
- Mentoring-related concepts
- Mentoring roles and responsibilities
- Initiating the mentor-mentee relationship
- Defining the mentor-mentee relationship
- Steps in developing a mentoring program
- Sourcing mentoring-mentee information
- Planning the education, training and development of the mentee
- Reviewing the planned education, training and development of the mentee
- Acting as sponsor, teacher, 'insider', encourager to the mentee

COACHING:

- What is coaching?
- Difference between mentoring and coaching
- Informal and formal coaching techniques
- Types of coaching
- Listening and questioning skills
- Building rapport with your coachee
- Providing feedback to your coachee
- Exploring beliefs and motives
- Team coaching
- Using coaching models – GROW and CLEAR
- Acting as your own coach

For Whom Intended

All employees and management who need to coach and/or mentor others

Duration : 2 days