



IMPROVING YOUR COACHING *and* MENTORING SKILLS

In a fast-changing environment, coaching and mentoring as an organizational development tool have become a necessity. Improving the coaching and mentoring skills at different levels in the organization will be a driving force towards the attainment of organizational goals and objectives. This skill helps foster a positive change in the organization's members and facilitates the transfer of knowledge from the coach or mentor. Boost your organization's morale by improving the coaching and mentoring skills within the organization.

COURSE OBJECTIVES:

- ✚ For the participants to know the difference between Coaching and Mentoring
- ✚ Deeper knowledge of coaching and mentoring – skills and models
- ✚ Apply the concepts of coaching and mentoring to improve performance and development plans.

COURSE CONTENT:

- ✚ Coaching and Mentoring: Know the Difference
- ✚ Coaching and Mentoring Defined
- ✚ Coaching and Mentoring and their Value in the Organization.
- ✚ Coaching Skills and Coaching Model
- ✚ What Makes A Good Coach – Practical Tips
- ✚ Mentor-Mentee Relationship
- ✚ What Make A Good Mentor – Practical Tips

COURSE METHODOLOGY:

- ✚ Course Pre-work for introduction to the course and create excitement.
- ✚ Discussion of concepts, with opportunities for participants' sharing and learning.
- ✚ Gamification, simulation and practice
- ✚ Personal Action Plans



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PROGRAMME:

TIME	ACTIVITIES
DAY 1	
8:30AM – 9:00AM	Opening and Introductions
9:00AM – 10:00AM	Coaching and Mentoring: Know the Difference Activity: Knowledge Checks/Gamification
10:00AM – 10:15AM	Morning Break
10:15AM – 12:00NN	What is Coaching? Sharing of Coaching Experiences
12:00NN – 1:00PM	Lunch Break
1:00PM – 2:30PM	The Essential Coaching Skills Self-Assessment
2:30PM – 3:00PM	Collaborative Coaching Model
3:00PM – 3:15PM	Afternoon Break
3:15PM – 5:30PM	Putting It All Together: The Coaching Conversation Scenario-based Practice: Coaching Skills + Coaching Model Coaching Personal Action Plans
DAY 2	
8:30AM – 9:00AM	Opening and Recap
9:00AM – 10:00AM	Mentor – Mentee Relationship
10:00AM – 10:15AM	Break
10:15AM – 12:00 NN	What Makes A Good Mentor – Practical Tips
12:00 NN – 1:00 PM	Lunch Break
1:00 PM – 4:00 PM	Mentoring Action Plans
4:00 – 5:00 PM	Final Recap and Closing



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