



## Coaching and Mentoring



## Coaching and Mentoring Training Course Outline

### Foreword:

In today's environment of changing technology and evolving organisations, coaching can create a strong competitive advantage. It provides continuous learning and develops people to meet current and future needs. Business mentoring and coaching is an investment that you make in developing your key resource, 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 by Manchester, a human capital consulting firm. Another 20% of organisations said they plan to offer such coaching within the next year.

Productivity happens when managers can develop strong relationships with their employees. Executive coaching builds the capability of managers to help their employees with the intangible elements of human relationships.

This **Coaching and Mentoring** Training program will help you turn performance management into a collaborative process that benefits everyone.

### Coaching and Mentoring Training Course - Lesson 1

#### Defining Coaching and Mentoring

- What is Coaching?
- What is Mentoring?
- introducing the GROW Model

### Coaching and Mentoring Training Course - Lesson 2

#### Setting Goals

- Goals in the Context of GROW
- Identifying Appropriate Goal Areas
- Setting SMART Goals

### Coaching and Mentoring Training Course - Lesson 3

#### Understanding the Reality

- Getting a Picture of Where you are
- Identifying Obstacles
- Exploring the Past

### Coaching and Mentoring Training Course - Lesson 4

#### Developing Options

- Identifying Paths
- Choosing your Final Approach
- Structuring a Plan



## Coaching and Mentoring Training Course - Lesson 5

### Wrapping it all Up

- Creating the Final Plan
- Identifying the First Step
- Getting Motivated

## Coaching and Mentoring Training Course - Lesson 6

### The Importance of Trust

- What is Trust?
- Trust and Coaching
- Building Trust

## Coaching and Mentoring Training Course - Lesson 7

### Providing Feedback

- The Feedback Sandwich
- Providing Constructive Criticism
- Encouraging Growth and Development

## Coaching and Mentoring Training Course - Lesson 8

### Overcoming Roadblocks

- Common Obstacles
- Re-Evaluating Goals
- Focusing on Progress

## Coaching and Mentoring Training Course - Lesson 9

### Reaching the End

- How to know when you've Achieved Success
- Transitioning the Coachee
- Wrapping it all up

## Coaching and Mentoring Training Course - Lesson 10

### How Mentoring Differs from Coaching

- The Basic Differences
- Blending the Two Models
- Adapting the GROW Model for Mentoring
- Focusing on the Relationship

**Coaching and Mentoring Training** is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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