PROFESSIONAL DEVELOPMENT TRAINING

Coaching and Mentoring Training

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

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.

The PD Training Coaching and Mentoring Training Course 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.

Attend our Coaching and Mentoring training class today, or have a trainer come to your workplace in Brisbane, Sydney, Melbourne, Canberra, Adelaide or Perth.

Please click on the Public Class tab below to view our Coaching and Mentoring Training course schedule by city or click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

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
- Learn to identify coaching and mentoring options for your employees, creating a preliminary plan with action steps
- Learn how to develop a complete plan, including motivational opportunities to drive accomplishment
- 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
- Know when it is the right time to stop coaching an employee
- Learn to continue to transition an employee to other opportunities for continued growth

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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: Building an Effective Coaching Relationship

- Building Trust

Lesson 4: 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?
- Will - From Discussion to Decision
- Following up Coaching Conversations

Lesson 5: Coaching Skills

- Listening Skills
- Questioning Skills
- Skill/Will Matrix

Lesson 6: Adjusting the GROW Model for Mentoring

- Benefits of Mentoring
- Using GROW for Mentoring
- The Mentoring Process

Talk to our expert team

Phone: 1300 121 400

Email: enquiries@pdtraining.com.au