

# COACH THE MENTOR

## Overview:

---

As a manager it is essential to improve employee performance on a continuous basis and the best way to do this is through coaching and mentoring. This training equips the manager with the necessary skills to be an effective coach and mentor.

## Benefits for Participants:

---

- Understanding the difference between coaching and mentoring
- Learning how to coach and mentor
- Recognizing when to act as a coach and when to act as a mentor
- Learning ways to motivate employees
- Using the ways in which coaching and mentoring can help in their career growth
- Realizing their current skills as a coach and mentor

## Training Topics:

---

The Coaching & Mentoring training program will cover the following topics:

- Coaching and its importance
- Difference between Coaching & Mentoring
- Phases of Coaching
  - Preparation
  - Negotiation
  - Enabling
  - Feedback
  - Dealing with Obstacles
  - Follow Up
- Using the GROW model
  - G – Goal
  - R – Reality
  - O – Options
  - W – Will
- Motivation & Coaching



# COACH THE MENTOR

- Mentoring and its importance
- Phases of Mentoring
- The Role & Skills of a Mentor
- Self-assessment as a Mentor
- Organizational behavior for a Mentor
- Values of Coaching & Mentoring
- Delegation & Succession Planning in Mentoring
- Building a Mentoring Culture
  - Accountability
  - Alignment
  - Creating an environment of open and honest Communication
  - Value and visibility
  - Demand
  - Multiple mentoring opportunities
  - Education and training
  - Safety nets

## Training Hours:

---

The duration of the training program will be 16 hours.

## Training Methodology:

---

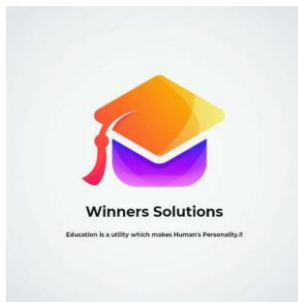
Our training is carried out in a risk free environment which encourages trainees to practice the skills that are taught. We use a number of training methods including simulations, video recording with feedback and group exercises to enhance the learning process.

- Instructor Led Training
- Role Plays
- Games and Group Activities

## Resources Required:

---

- Momentum Training Solutions will conduct the training
- Maximum number of participants to a class will be 15
- The training will be conducted at a venue organized by your organization
- The following will be provided by your organization:



# COACH THE MENTOR

- Handouts will be printed/photocopied
- The LCD projector
- Audio speakers



Winners Solutions