

Coaching & Mentoring Strategies

Duration: 5 Days

Language: en

Course Code: IND08-102

Objective

Upon completion of this course, participants will be able to:

- Understand the importance of effective coaching and mentoring within an organisation.

- Recognise the consequences of providing poor or lacking coaching as a whole.
- Explore various methods and techniques to aid in coaching and development.
- Assess an individual and identify ideal coaching methods best suited for them.
- Comprehend the importance of effective communication when it comes to coaching and mentoring.
- Explain different mentoring strategies and their advantages and disadvantages.
- Provide rewards and incentives to encourage personal development further.

Audience

This course is designed for anyone responsible for coaching and mentoring employees. It would be most beneficial for:

- Operations Managers
- HR Personnel
- Heads of Departments
- Coaching and Development Managers
- Management Analysts
- Regional Managers
- Headteachers

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review real-world examples of coaching and mentoring strategies to highlight methods that have led to success and possible areas of improvement.

They will be able to participate in various learning methods, such as presentations, video materials, open discussions, and role-playing activities. This collection of learning methods, particularly the group activities, will ensure the participants can fully develop an understanding of the taught content and related skills. Group activities also allow them to demonstrate their skills and receive constructive feedback from peers.

Summary

Within any organisation, individuals and teams always have room for improvement. Productivity can lessen as organisational demands develop, and employees may need to be equipped to keep on top of their roles, or new hires may lack the complete skillset necessary to engage in their roles. Coaching and mentoring are ideal for tackling these issues and improving organisational functions.
Coaching and mentoring are the processes of teaching individuals within the workplace or helping them to develop existing skills. The overall goal of coaching can influence each stage and the intensity needed to achieve that goal. Before conducting any level of coaching or mentoring, there should be an understanding of the target individual and how they best learn. Engaging with an employee in a way they understand will guarantee they will be much more receptive to any level of coaching.
To ensure coaching is successful, the coaches should regularly monitor the employees' performance to ensure they are absorbing the new knowledge and developing the skills as expected. If performance does not improve, it can indicate that the type of coaching is not working, and the methods may need to be adjusted.

Course Content & Outline

Section 1: Fundamentals of Coaching and Mentoring

- Understanding the importance of coaching and mentoring within education.
- Identifying how a lack of coaching can negatively impact an individual’s and the organisation’s overall performance.
- Investigating an individual to understand their ideal learning methods and weaknesses and provide coaching most effectively.
- Encouraging a working environment to be open to change and skill development.

Section 2: Communication

- The importance of effective communication when it comes to coaching and mentoring.

- Using language and tone to communicate issues and faults constructively and kindly.
- Avoiding harsh words and tones when attempting to encourage improvement.
- Provide verbal coaching and mentoring for minor issues before progressing to more intense and time-consuming coaching.

Section 3: Measuring Performance

- Regularly measuring department and individual performance to identify potential areas for improvement.
- Evaluating the problem and exploring whether coaching would resolve it.
- Approaching the relevant individuals and creating an improvement plan.

- Measuring performance alongside the coaching and mentoring sessions to assess improvement.
- Analysing total improvement once initial coaching is completed and providing further opportunities for development if necessary.

Section 4: Encouraging Teamwork

- Providing coaching for groups or teams if there is a collective weakness.
- Exploring mentoring methods that ideally work within a group setting.
- Maximise productivity by creating a team whose skills balance with one another while coaching is undergoing.
- Identifying the individual most receptive to coaching and encouraging them to help others develop.

Section 5: Strategies for Coaching and Mentoring

- Examining various methods used for coaching and mentoring individuals and groups.
- Explaining the benefits and limitations of the different coaching methods.
- Identifying the ideal situations to use each method, and what methods work well alongside others.
- How methods may vary depending on the individual and coaching subject.
- Offering rewards and incentives for those engaging with coaching.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Education, Management & Leadership

Tags

Coaching, Mentoring, Training

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10 Essential Tips for Effective Feedback & Coaching

In this blog post, we delve into the importance of effective feedback and coaching to empower employee growth. Discover essential questions, ten valuable tips, and methods to measure learning effectiveness.

YouTube Video

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