

Coaching and Mentoring Skills

Overview

This one day programme has been designed to build an understanding of the principles of effective mentoring skills as well as coaching techniques. It aims to engender knowledge, enthusiasm and commitment to each role and acts as a comprehensive guide addressing key issues relevant to the processes and skills required for both.

Objectives

- For each delegate to understand the role of a mentor and where and how this differs from the role of a coach.
- For each delegate to understand situational mentoring and how to mentor in the moment.
- For each delegate to be aware of the elements of successful coaching and guidance.
- For each delegate to assess their natural coaching style, strengths and areas for growth.
- For each delegate to understand how to adapt their coaching or mentoring style by making it appropriate to the learning style of the individual being coached or mentored.
- For each delegate to receive a 'how do I learn?' CD that can be used to recognise the learning style of every future coachee or mentee.

Content

- Introduction
 - The benefits to our mentees
 - The benefits to you as their mentor
- The role of 'mentor' and how this differs from that of coach or manager
- Situational mentoring – recognising where the mentee is in their personal journey and adapting your mentoring style accordingly:
 - Advisor
 - Coach
 - Guide
- Examining the skills sets needed in each mentoring style
- Focusing more closely on the skills needed during the coaching phase:
 - Using empathy to reassure and guide
 - Knowing when to advise and when to question and listen
 - Motivational language and positive reinforcement
- How do I learn? Self assessment
 - Visual
 - Auditory
 - Kinaesthetic
- Adapting my coaching style accordingly
- How do I coach? Self assessment
- Adapting my style accordingly
- Practical exercises for growth
- Action plan