

Coaching and Mentoring

Based on SAQA's Unit Standard 12444, 7469, 9009, 9007 and 7480, NQF Level 2, 16 Credits

Introduction

Coaching and mentoring trends are not only challenging individuals to develop and manage themselves but are becoming an integral part of productive performance and accelerated learning.

Coaching can help in career progression, strategic planning, skills development, employment equity and in building relationships and leadership potential.

This interactive and practical two-day course will equip you with the skills to manage and develop your coaching skills for yourself and others in your organisation and will involve you from both the coach and coachee perspective. If you manage others and are responsible for their development in the workplace this course will help you unlock their potential.

Ideal for Senior PAs, Team Leaders, Supervisors and Managers.

Course Objectives

By the end of this course you will be able to:

- Understand and apply the principles of coaching and mentoring
- Develop communication and coaching skills that can aid self-development
- Assess behaviour and learning capabilities that effect work performance
- Build positive relationships that support and empower individuals
- Set up coaching programmes and plans to develop capability and motivation
- Initiate the coaching process to enhance your organisations effectiveness

Course Outline

Working as a Coach

- What is the role of the coach?
- Adopting a coaching style that meets your learner's need
- The four areas where you can expect to focus as a coach
- The Coaching Meeting

How to structure your coaching meetings

- Explore three coaching models – Identify the skills and qualities of a high performance coach
- Learn to become an 'instant coach'

The True Spirit of Coaching

- The three thinking styles for dynamic coaching
- Learn the technique of appreciative enquiry
- Understand what is important to your learner
- Coaching beyond your boundaries of subject knowledge

Enhancing Your Coaching Ability

- Identifying peaks and troughs in performance
- How to track success
- What to do if things go wrong
- Two techniques for overcoming blocks and barriers to success