



THE
LEARNING
DEVELOPMENT
GROUP

Introduction

This practical, accredited, short programme is Unit Standard aligned and aimed at individuals working in positions where coaching and mentoring skills are needed.

The programme is highly interactive and covers the principles and concepts of coaching and mentoring, the importance of knowledge when mentoring, developing communication and coaching skills, assessing own behaviour for improved self-development, conducting one-on-one workplace training, monitoring progress, applying skills and techniques needed to be a mentor and initiating coaching plans and programmes to develop capacity and motivation and enhance personal, team and organisational effectiveness.

Target Audience

This short programme is aimed at Team Leaders, Supervisors, Line Managers, Skills Development Facilitators and those involved in Human Resource Management. It is suitable for those in different roles that involve coaching and mentoring in departments, business units and organisations.

Entry Requirements

- Competence in Communication at NQF Level 3.
- Competence in Mathematical Literacy at NQF Level 3.
- Competence in Financial Literacy at NQF Level 3.

Additional Requirements

- The ability to apply the learning in respect of own area of responsibility.
- Access to a PC, software and the internet for coursework.
- Internet and bandwidth to accommodate virtual, facilitator-led sessions, if applicable.

Management & Leadership

Coaching & Mentoring

ETDP SETA Statement of Results

US ID:	114215 & 117877
NQF Level:	4
Credits:	7

Course Delivery & Assessment

We use in-classroom, virtual classroom and blended interactive, facilitated training, group discussions and practical exercises to embed skills.

You will need to:

- Attend all scheduled sessions.
- Demonstrate theoretical and practical understanding of course content.
- Complete and present practical assignments.
- Participate in group activities and discussions.
- Compile and submit a Portfolio of Evidence (PoE).

To receive your Statement of Results, Coaching and Mentoring, you will need to compile, submit and be found competent on a Portfolio of Evidence (PoE).

Learning Outcomes

By the end of the short programme, you will be able to:

- Understand and apply the principles of coaching and mentoring.
- Develop communication and coaching and mentoring 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 organisation's effectiveness.
- Conduct one-on-one workplace training.
- Conduct training, monitor learner progress and review training.





Course Content

Coaching and Mentoring

Accreditation Body: ETDP SETA

| SAQA ID: 114215 | NQF Level: 4 | Credits : 3
| SAQA ID: 117877 | NQF Level: 3 | Credits : 4



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US 114215: Mentor A Colleague To Enhance The Individual's Knowledge, Skills, Values And Attitudes In A Selected Career Path

- Explain the concept of mentoring
- Describe the characteristics of a good mentor
- Explain the importance of knowledge in mentoring
- Apply the skills and techniques required of a mentor

US 117877: Perform One-to-one Training On The Job

- Prepare for one-to-one training on the job
- Conduct training sessions
- Monitor and report on learner progress
- Review training

Our Accredited Organisations



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