



Coaching and Mentoring Awareness

Course fee – only £595 + VAT for up to 12 delegates

An awareness programme for employees who manage or supervise a team. Focused on the individual this course examines their role in supporting their team's development.

It has been designed to introduce anyone who is already working in a supportive role, or who is interested in becoming a Coach or Mentor, to understand the fundamental concepts of such a role.

Useful as a refresher and for new employees.

Course topics:

COACHING

- Definition and Personal qualities of a coach
- Coaching styles to meet individual and business needs
- Determine barriers to learning and how to overcome them
- Give effective feedback in a way that encourages positive change
- New coaching skills: setting achievable goals
- Balancing individual with organizational needs (where appropriate)
- Rewarding people, performance improvement
- Giving constructive feedback
- 2-way evaluation

MENTORING

- Definition and personal qualities of a mentor
- Identifying your strengths and weaknesses as a mentor
- Mentoring: getting started, matching mentor and student
- Helping solve problems, active listening and body language
- People development: alternative styles of learning
- Creating a learning plan, setting achievable goals
- Giving constructive feedback
- 2-way evaluation

Available in one 6 hour session

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