

## COACHING AND MENTORING TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Coaching and mentoring are important for the continual transfer of knowledge and skills to your employees. The Coaching and Mentoring Training course is recommended for managers, supervisors and those who teach and guide their people in performing their jobs.

Attendees of the Coaching and Mentoring training course can learn to use the G.R.O.W. (Goal, Reality, Obstacles, Options Way Forward) and S.M.A.R.T. (Specific, Measureable, Attainable, Relevant, Time-bound) models or processes for planning, goal setting and problem solving. They will also learn how to develop trust among employees, the effective way of monitoring and giving feedback as well as how to overcome the obstacles to their staff's growth.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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## COACHING AND MENTORING TRAINING COURSE OUTLINE

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### FOREWORD

In today's environment of changing technology and evolving organisations, coaching can create a strong competitive advantage. It provides continuous learning and develops people to meet current and future needs. Business mentoring and coaching is an investment that you make in developing your key resource people for the long-term benefit of the organisation.

About 6 out of 10 (59%) organisations currently offer coaching or other developmental counselling to their managers and executives, according to a nationwide survey of more than 300 companies conducted by Manchester, a human capital consulting firm. Another 20% of organisations said they plan to offer such coaching within the next year.

Productivity happens when managers can develop strong relationships with their employees. Executive coaching builds the capability of managers to help their employees with the intangible elements of human relationships. This Coaching and Mentoring Training program will help you turn performance management into a collaborative process that benefits everyone.

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### OUTCOMES

In this course participants will:

- ▶ Understand the G.R.O.W. model and apply it
  - ▶ Learn to set appropriate, effective goals using the S.M.A.R.T. technique
  - ▶ Learn how to recognise the current state or reality of an employee's situation
  - ▶ learn to identify coaching and mentoring options for your employees, creating a preliminary plan with action steps
  - ▶ Learn how to develop a complete plan, including motivational opportunities to drive accomplishment
  - ▶ Understand the importance of building & fostering trust with employees
  - ▶ Master the art of giving effective feedback while maintaining trust
  - ▶ Recognise & overcome common obstacles that are holding employees back
  - ▶ Know when it is the right time to stop coaching an employee
  - ▶ Learn to continue to transition an employee to other opportunities for continued growth
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### MODULES

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#### Lesson 1: Defining Coaching and Mentoring

- ▶ What is Coaching?
- ▶ What is Mentoring?
- ▶ Introducing the GROW Model

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#### Lesson 2: Setting Goals

- ▶ Goals in the Context of GROW
- ▶ Identifying Appropriate Goal Areas
- ▶ Setting SMART Goals

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#### Lesson 3: Understanding the Reality

- ▶ Getting a Picture of Where you are
- ▶ Identifying Obstacles
- ▶ Exploring the Past

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#### Lesson 4: Developing Options

- ▶ Identifying Paths
- ▶ Choosing your Final Approach
- ▶ Structuring a Plan

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### Lesson 5: Wrapping it all Up

- ▶ Creating the Final Plan
- ▶ Identifying the First Step
- ▶ Getting Motivated

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### Lesson 7: Providing Feedback

- ▶ The Feedback Sandwich
- ▶ Providing Constructive Criticism
- ▶ Encouraging Growth and Development

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### Lesson 9: Reaching the End

- ▶ How to know when you've Achieved Success
- ▶ Transitioning the Coachee
- ▶ Wrapping it all up

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### Lesson 6: The Importance of Trust

- ▶ What is Trust?
- ▶ Trust and Coaching
- ▶ Building Trust

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### Lesson 8: Overcoming Roadblocks

- ▶ Common Obstacles
- ▶ Re-Evaluating Goals
- ▶ Focusing on Progress

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### Lesson 10: How Mentoring Differs from Coaching

- ▶ The Basic Differences
- ▶ Blending the Two Models
- ▶ Adapting the GROW Model for Mentoring
- ▶ Focusing on the Relationship

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)