



Coaching and mentoring relationships are a key, yet often overlooked, component of successful organisations.

This Coaching & Mentoring course from pdtraining teaches practical, hands-on techniques for effective coaching and mentoring in the workplace.

This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

Coaching and Mentoring Training Course Outline

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.

Learning Outcomes

- Define coaching, mentoring and the G.R.O.W. model
- Set appropriate, effective goals using the S.M.A.R.T. technique of goal setting
- Learn how to define the current state or reality of an employee's situation
- Define options for one's employee and create actionable steps toward a preliminary plan
- Learn how to develop a finalised plan and motivate an employee to accomplishment
- Identify the benefits of building & fostering trust with employees
- Master giving effective feedback while maintaining trust
- Identify & overcome common obstacles that are holding employees back
- Learn to identify when coaching an employee is at an end
- Learn to transition an employee to other opportunities for growth

Course Length

- 1 - day

Phone: 1300 121 400 www.pdtraining.com.au

Coaching and Mentoring Training Courses are delivered by **pdtraining's** Coaching and Mentoring training specialists In Brisbane, Sydney, Melbourne, Adelaide, Canberra, Perth and Australia wide.

<p>Coaching and Mentoring Training Course - Lesson 1 Defining Coaching and Mentoring</p> <ul style="list-style-type: none"> • What is Coaching? • What is Mentoring? • Introducing the GROW Model 	<p>Coaching and Mentoring Training Course - Lesson 6 The Importance of Trust</p> <ul style="list-style-type: none"> • What is Trust? • Trust and Coaching • Building Trust
<p>Coaching and Mentoring Training Course - Lesson 2 Setting Goals</p> <ul style="list-style-type: none"> • Goals in the Context of GROW • Identifying Appropriate Goal Areas • Setting SMART Goals 	<p>Coaching and Mentoring Training Course - Lesson 7 Providing Feedback</p> <ul style="list-style-type: none"> • The Feedback Sandwich • Providing Constructive Criticism • Encouraging Growth and Development
<p>Coaching and Mentoring Training Course - Lesson 3 Understanding the Reality</p> <ul style="list-style-type: none"> • Getting a Picture of Where you are • Identifying Obstacles • Exploring the Past 	<p>Coaching and Mentoring Training Course - Lesson 8 Overcoming Roadblocks</p> <ul style="list-style-type: none"> • Common Obstacles • Re-Evaluating Goals • Focusing on Progress
<p>Coaching and Mentoring Training Course - Lesson 4 Developing Options</p> <ul style="list-style-type: none"> • Identifying Paths • Choosing your Final Approach • Structuring a Plan 	<p>Coaching and Mentoring Training Course – Lesson 9 Reaching the End</p> <ul style="list-style-type: none"> • How to know when you've Achieved Success • Transitioning the Coachee • Wrapping it all up
<p>Coaching and Mentoring Training Course – Lesson 5 Wrapping it all Up</p> <ul style="list-style-type: none"> • Creating the Final Plan • Identifying the First Step • Getting Motivated 	<p>Coaching and Mentoring Training Course – Lesson 10 How Mentoring Differs from Coaching</p> <ul style="list-style-type: none"> • The Basic Differences • Blending the Two Models • Adapting the GROW Model for Mentoring • Focusing on the Relationship



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Email: enquiries@pdtraining.com.au

Web Links:

View this course outline

- <http://pdtraining.com.au/coaching-and-mentoring-training>

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