MARBLE ARCHES
Trainings & Events

Coaching & Mentoring Skills

for Leaders

Introduction:

This High Impact Session takes a deep dive into Coaching & Mentoring Skills as well as combining personality profiling as tool to accelerate the Coaching and Mentoring session to a higher level where it could help the employees to maximize their contribution and performance. The combination of Coaching and Mentoring Skills enables the leader to play a dual role as and when required to bring staff performance to an optimum level. Coaching on a separate view is a proven intervention for change, performance improvement and employee engagement. Whereas right Mentoring Skills will ensure the transfer of knowledge, skills and behavior to take place effectively. Implementation of Coaching and Mentoring in day to day working world elevates the leadership qualities, creates a positive relationship between leaders and their employees and ensure employees obtain the relevant and required know-how and behavior to complete their tasks.

Training Period: 3 Days

Targeted Groups:

This course was design to fit:

- ✓ Leaders across all industries

Course Objectives:

This course was designed to let the participants able to:

- ✓ Gain 5 Powerful Coaching Tools
- ✓ Obtain Techniques to Improve Relationship with Employees
- ✓ Adopt a Solution-Focused Mindset
- ✓ Apply Methods to Drive Individuals and Team Performance through Coaching
- ✓ Apply Coaching Techniques in Workplace
- ✓ Acquire Powerful Tools Conduct Mentoring
- ✓ Obtain Knowledge on Psychology of Personalities
- ✓ Acquire Applied Knowledge on Psychology of Mentoring and Learning
- ✓ Able to Create a Consistent Methodology of Mentoring that Increases Performance and Support the organizational growth

Course Content:

Unit 1: Introduction to The Program

- ✓ Learning Outcomes
- ✓ History of Coaching
- ✓ What is Coaching?

Unit 2: Coaching & Change

- ✓ Coaching for Strategic Change
- ✓ Change & Learning
- ✓ Directive vs Enabling

Unit 3: Coaching, Counselling, Consulting & Mentoring

- ✓ Difference between Coaching, Counselling, Consulting & Mentoring
- ✓ Effectiveness of Coaching in Comparison to Other Interventions
- ✓ How Coaching Works?

Unit 4: Types & Characteristics of Coaching

- ✓ Types of Organizational Coaching
- ✓ Characteristics of Coaching in Organization
- ✓ Coaching in Organization
- ✓ Will & Skill Matrix

Unit 5: Impact of Coaching

- ✓ Benefits to Organization, Leaders & Employee
- ✓ Credibility of Coaching

Unit 6: Coaching Guiding Principles

- ✓ Five Steps Coaching Process
- ✓ Ethics
- ✓ What Should Coaches Do?

Unit 7: Coaching Tools

- ✓ 5 Coaching Tools
- ✓ Implementing the 5 Tools

Unit 8: Coaching Models

- ✓ Overview of Coaching Models
- ✓ Types of Coaching Models

Unit 9: Grow Model

- ✓ How GROW works in Coaching?
- ✓ Flexibility of Grow

- ✓ Coaching Demo
- ✓ Coaching Practicum
- ✓ Participants Reflection

Unit 10: Solution Focused Coaching Model

- ✓ What is Solution Focused Coaching Model?
- ✓ Solution Focus vs Problem Focus
- ✓ Coaching Practicum
- ✓ Participants Reflection
- ✓ Six Catalytic Questions

Unit 11: Introduction to Mentoring

- ✓ Why Mentoring?
- ✓ What is Mentoring
- ✓ 70:20:10 Model

Unit 12: Types & Principles of Mentoring

- ✓ Categories of Mentoring
- ✓ Principles of Mentoring

Unit 13: Characteristics of Mentor

- ✓ Behavioral Traits of a Mentor
- ✓ Skills Required for an Effective Mentor
- ✓ Mindset & Attitude of a Mentor
- ✓ Mentor-Mentee Relationship

Unit 14: Similarities & Mapping of Coaching Elements Into Mentoring

- ✓ What Are The Similarities Between Coaching & Mentoring
- ✓ Mapping the Coaching Elements into Mentoring

Unit 15: Psychology of Personalities

- ✓ 5 Factor Analysis of Personalities
- ✓ Managing Mentees from various Personalities

Unit 16: Psychology of Mentoring & Learning

- ✓ How people learn?
- ✓ Adult Learning Principles
- ✓ What are the Learning Factors that Affect Mentees during Mentoring?
- ✓ Do's & Don'ts in Mentoring
- ✓ Managing Mentees using Positive Psychology

- ✓ Types of Learners

- ✓ Types of Body Language

- ✓ Transfer of Knowledge, Skills & Experience

- ✓ Feedback Techniques

Unit 17: Implementing Mentoring

- ✓ Mentoring Demo

- ✓ Mentoring Practicum

PERSONALITY PROFILING for each participant (COMPLIMENTARY)

We are giving away a special Personality Profiling worth RM400 per test which is based on 5 Factor Analysis of Psychology of Personalities. By participating in this online-test, participant will obtain a detailed personality report on them which includes strengths weaknesses of their personality and how to improve it further to build a better inter and intra personal relationship.