

Coaching and Mentoring for Executives: Unlocking and Maximising Your Potential

- Do you know how coaching and mentoring can play a critical role in organisational success in today's digital era?
- Are you ready to learn how to coach and mentor not just your supporting staff but also fellow executives?
- Would you like to transform from a supervisor into a leader who inspires, influences, and unlocks potential in others?

Introduction

In a world of rapid change and global competition, organisations are under immense pressure to perform, adapt, and grow. Success today depends not only on systems and strategies but also on how leaders engage with their people. Traditional management styles rooted in control and authority are no longer enough. Executives must evolve into leaders who coach, mentor, and build meaningful connections with their teams. Coaching and mentoring empower leaders to influence, motivate, and recognise talent, creating employees who are committed, capable, and confident in contributing to organisational goals. This program is designed to help executives unlock their own potential while learning how to develop others. Participants will explore practical frameworks, real-world strategies, and effective techniques to foster communication, build trust, and nurture leadership at every level. By mastering these skills, executives can create a culture of excellence, resilience, and continuous growth that strengthens both people and performance.

Program Objectives

This program aims to:

- Apply coaching and mentoring techniques to unlock employee potential and maximise performance.
- Harness the art of coaching to forge collaborative relationships.
- Develop the coaching and mentoring skills, attitudes and behaviours to foster success at all levels.

Learning Outcomes

After completing this program, participants should be able to:

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- Apply the coaching model and core coaching
- Structure of a framework for mutually effective learning and development.
- Recognise and adapt to individual and situational differences.
- Create a positive, supportive environment that generates commitment and enthusiasm.

Who should attend?

Non-managerial, First-line management, and anyone interested in helping others reach their potential

Methodology

Case studies, forum discussion, role-play, presentations, gamification

Program Outline

Time	Day One
9.00am– 10.30am	<p>The Powerful Art of Coaching and Mentoring and the Benefits</p> <p>In the first module, the participants would learn the positive effect on the bottom line, reinforcing and maximising training outcomes, reaping the emotional rewards of achievement. In addition, the participants would learn how to create a symbiotic relationship between organisational and individual performance, build a performance-enhancing culture and forge a partnership of trust and respect.</p>
10.30am-11.00am	<p>Break and Networking</p>
11.00am-1.00pm	<p>Coaching: The Critical Cornerstone of Leadership</p> <p>In this module, the participants would be nurtured by the coaching attitudes and skills. Also, the participants would experience “magnificence” in this module. These techniques are important especially to the supporting staff and executives who are the same level as the participants.</p>
1.00pm-2.00pm	<p>Lunch Break and Networking</p>
2.00pm-3.30pm	<p>Structuring the Learning and Coaching Cycle</p> <p>In this module, the topics that would be covered include - clarifying expectations through well-formed outcomes, eliciting the current reality and drafting the coaching contract.</p>

2

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3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	<p>Supporting the Learning Process</p> <p>The participants would learn how to create a learning environment, demonstrate the art of high-quality listening, ask structured questions, share the perceptions, and apply proactive and reactive coaching techniques.</p>

Time	Day Two
9.00am– 10.30am	<p>Honing Your Coaching and Mentoring Skill Set</p> <p>As an executive, the participants must be able to create a supportive environment for the supporting staff. By creating the supporting environment, the participants would learn how to build trust and mutual respect between themselves as an executive and the subordinates.</p>
10.30am-11.00am	Break and Networking
11.00am-1.00pm	<p>Enhancing Your Coaching and Mentoring Skill Set</p> <p>This module aims to provide "psychological safety" to the participants. Hence, the participants would learn the skills on how to boost their emotional intelligence. Practical hands-on skills would be shared to manage their own emotion in this module.</p>
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	<p>Leveraging Coaching and Mentoring Language Techniques</p> <p>This hand-on practical session subordinates participants to utilise the questioning technique. The techniques include the use of silence, reinforcement, redirecting, reframing, coaching, language patterns, clarifying goals, solving problems, overcoming limiting beliefs and exploring deeper emotions.</p>
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	Adapting Your Coaching and mentoring Style to Individuals and Situations

	<p>The participants would learn how to assess individual needs and elicit values and motivators. The participants would learn how to set challenging and realistic goals that they want to achieve in their behavioural modification goals.</p>
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