

Coaching and Mentoring for Managers: Development of Professional Competence

Having difficulties in knowing when the right time to perform coaching or mentoring is?

Want to learn effective ways to perform coaching and mentoring?

Are you interested in creating a supportive culture among employees in your organisation?

Introduction

Even for experienced managers, evidence shows that time spent honing coaching skills pay huge dividends. In times of change, nothing embeds new procedures and behaviours like a focus on coaching individuals and teams. Organisational culture is driven forward by coaching, mentoring and when skilfully used can result in a performance-enhancing culture. A brand new addition to the Managership and Management series, Coaching and Mentoring Skills for Managers is a one-day course that will demonstrate the benefits of effective coaching managership within organisations, providing delegates with the foundation to understand the value and positive outcomes of a coaching and mentoring structure.

Program Objectives

This program aims to:

- Increase their self-reliance of coaching and mentoring among managers
- Optimise resources through coaching and mentoring
- Release the potential of others
- Create a talent pool for the manager with coaching and mentoring skills.

Learning Outcomes

After completing this program, participants should be able to:

- Identify opportunities for coaching and mentoring
- Apply coaching and mentoring process effectively.
- Guide, coach and mentor team members
- Increase productivity and profitability

Who should attend?

Middle management, senior management and anyone who would like to learn how to coach and mentor team members

Methodology

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

Program Outline

Time	Day One
9.00am– 10.30am	<p>Overview of Coaching and Mentoring</p> <p>This is the first module to expose to participants the fundamentals of mentoring and coaching. The most important in this module is to expose to participants the Asian mindset towards coaching and mentoring. At the same time, the participants would learn how to recognise the critical need for mentors. By the end of this module, the participants would identify their mentoring style and the necessary style modifications for greater mentoring effectiveness.</p>
10.30am-11.00am	<p>Break and Networking</p>
11.00am-1.00pm	<p>The Grey Area: Coaching and Mentoring</p> <p>This session will help delegates distinguish the fine differences and similarities in coaching and mentoring techniques. The participants would uncover the myths about coaching and mentoring and roles and responsibilities of a coach, a coach, a mentor and a mentee.</p>
1.00pm-2.00pm	<p>Lunch Break and Networking</p>
2.00pm-3.30pm	<p>Role of a Manager in AI Era</p> <p>In this module, the participants would learn the role of a manager is a coach and a mentor. Unfortunately the mindset of the managers in Asia is different. Hence, the participants would be exposed to the nine mindset shift for Asian managers.</p>
3.30pm-4.00pm	<p>Break and Networking</p>
4.00pm-5.00pm	<p>The Foundation of Coaching and Mentoring</p> <p>In this module, the participants are exposed to the fundamental model of coaching and mentoring. The G.R.O.W process is applied here. In this module, the participants would learn how to apply behavioural intelligence when applying Goal, Realty, Option and Will.</p>

Time	Day Two
9.00am– 10.30am	<p>Preparation Before Applying GROW Process</p> <p>Before conducting the coaching and mentoring process, it is very important for the participants to create a climate of trust, credibility, and rapport with the participants. Hence, this module helps participants to equip themselves as building up a strong fundamental of coaching and mentoring process.</p>
10.30am-11.00am	Break and Networking
11.00am-1.00pm	<p>Practical Session of G.R.O.W Process</p> <p>This is a hands-on session where the participants would appreciate the Goal, Realty, Option and Will. In the Goal setting process, the participants would have established measurable behavioural outcomes, and it is agreed-upon mentor and mentee. In reality, the participants are trained to take care of resources, relationships and interference. In the stage of Option, the participants would brainstorm, evaluate and experiment. In the last stage, Will, the participants would focus on the action plan and fine-tune of improvement</p>
1.00pm-2.00pm	Lunch Break and Networking
2.00pm-3.30pm	<p>Sustainable Coaching and Mentoring Workplace</p> <p>In this module, the participants would learn how to create a high-performance culture in the workplace. Hence, the participants would apply empowerment and also coaching and mentoring systems to enable a positive coaching and mentoring workplace.</p>
3.30pm-4.00pm	Break and Networking
4.00pm-5.00pm	<p>Ethical in Coaching and Mentoring System</p> <p>It is important for participants to understand the importance of ethics during the coaching and mentoring process. The key performance indicators are always tight back to the coaching and mentoring practice. Hence, the participants need to keep a fair treatment to all when conducting coaching and mentoring.</p>