

## Coaching And Mentoring

The Coaching And Mentoring focuses on how to better coach your employees to higher performance. Coaching is a process of relationship building and setting goals. How well you coach is related directly to how well you are able to foster a great working relationship with your employees through understanding them and strategic goal setting.

This workshop focuses on how to better coach your employees to higher performance. An easy-to-understand coaching model taught in this workshop will guide you through the coaching process. Prepare yourself to change a few things about yourself in order to coach your employees to better performance.

### Course Outline

- Defining Coaching and Mentoring
- Setting Goals
- Understanding the Realities
- Developing Options
- Wrapping it All Up
- The Importance of Trust
- Providing Feedback
- Overcoming Roadblocks
- Reaching the End
- How Mentoring Differs from Coaching

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define coaching, mentoring and the GROW model.
- Identify and set appropriate goals using the SMART technique of goal setting.
- Identify the steps necessary in defining the current state or reality of the employee's situation.
- Identify the steps in developing a finalized plan or wrapping it up and getting the employee motivated to accomplish those plans.
- Identify the benefits of building and fostering trust with the employee.
- Identify the steps in giving effective feedback while maintaining trust.
- Identify and overcoming common obstacles.
- Identify when the coaching is at an end and transitioning your employee to other growth opportunities.
- Identify the difference between mentoring and coaching

### Course Duration

The standard duration of this course is 13 contact hours.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Who Should Attend

Suitable to all job positions.

### Assessment

Learners will be doing an exam in the last day of training and will be receiving the certificate upon achieving = or > 70% in the exam.

For more information please feel free to contact:

Invita Training Center | P.O. Box 1197 | Manama | Kingdom of Bahrain  
Tel: +973 17 506000 | Fax: +973 15 500202 | info@invita.com.bh