

Coaching and Mentoring

Training Description

Alan Wright, Senior PTP Training Consultant, gives a brief overview of this course in this video clip.

All organisations need talented people who are motivated to achieve. Coaching and mentoring has an important role to take here, because they are an excellent way of developing both skills and particularly a positive attitude towards work. Successful coaches and mentors recognise their role requires high levels of skill to be able to work both quickly and well. This course will equip you with these skills.

This management training course is available throughout the UK.

CPD Value 5.5 Hours

CPD = Continuous Professional Development (All PTP courses are approved for CPD by the Law Society and meet the standards expected of all professional bodies).

The Course Suits

Any manager or potential trainer wishing to gain skills in training, coaching and mentoring.

Training Benefits

- An awareness of how coaching and mentoring fits into your Organisation.
- An understanding of the differences between coaching and mentoring.
- A range of tools and techniques that you can apply.
- Ways to improve individual performance.
- An opportunity to practice skills using real situations and receive feedback.

Course Timetable

09:30 Coffee & Course Objectives

10:00 Differences between coaching and mentoring

10.15 Coaching and mentoring as a cost effective strategic tool.

11:15 Syndicate work on professional boundaries & building relationships

- 11:45 Personal qualities of an effective Coach.
- 12:15 Coaching process and key questioning skills
- 13:45 Understanding skills
- 14:15 Giving feedback and handling sensitive situations
- 15:00 Coaching models
- 15:30 Practice session, using delegate's own situations
- 16:30 Summary & Action Plans Agreed