

COACHING AND MENTORING

<i>Course Code(s)</i>	<i>Course Date(s)</i>
CM	21 st February 2013

<i>Main Aim and Key Benefits:</i>	<p>Every organisation needs a well organised and effective Induction Programme. This course will explain how to help each new employee become comfortably integrated into their new team and familiar with the environment to enable them to become productive in their job role.</p> <p>Coaching is one of a range of training and development interventions that organisations can use to meet identified learning and development needs. In many organisations individuals are encouraged to participate in self-development exercises where a mentor provides the support as and when required</p> <p>For both Coaching and Mentoring a structured approach is recommended. This course will help delegates develop the skills needed to Coach and Mentor members of their team</p>
<i>Course Content</i>	<ul style="list-style-type: none"> • What is Mentoring? • The role and skills of a Mentor • A structured approach to Mentoring • Coaching – What is it and techniques • Coaching Five step process • Putting it into practise • Personal action plan
<i>Training Methods:</i>	<ul style="list-style-type: none"> • Presentations • Group discussions and exercises
<i>Who will benefit from attending:</i>	Bursars, Assistant Bursars, Head of Department and other personnel who are responsible for the Induction of new employees
<i>Duration:</i>	1 day
<i>Certification:</i>	OBT and Progressive Training
<i>Fee (excl VAT):</i>	£167.50
<i>Training Provider:</i>	Progressive Training