

Management Effectiveness	
Session Code	ME04
Session Title	Being a Coach and Mentor
Topics Covered	Prepare for and conduct coaching and mentoring sessions
Delivery	Half Day (4 Hours) - tutor led f2f or online sessions
Minimum - Maximum Number of Delegates	1-10
Who will benefit?	Managers at all levels

<p>Content</p> <ul style="list-style-type: none"> ▪ Essential components and difference between of coaching and mentoring ▪ The GROW coaching model ▪ Practical coaching techniques and structures ▪ Coaching practise to embed learning ▪ Dealing with those who are reluctant to be coached ▪ Learn the most useful coaching and mentoring questions ▪ Coaching when walking about ▪ Compliment success and egging on 	<p>Benefits</p> <ul style="list-style-type: none"> ▪ Identify potential within your team and develop individuals using a coaching and mentoring approach ▪ Understand when to initiate coaching conversations ▪ Know how to structure coaching and mentoring discussions ▪ Practise the essential skills of coaching, listening, asking questions and following-up ▪ Securing commitment and buy-in
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