

COURSE CONTENT OVERVIEW

# Coaching and Mentoring



This Coaching and Mentoring training course provides you with the basics of coaching and mentoring to help you develop your skills, whether you're new to the topic or want to revise your existing knowledge. The course focuses on three key areas: foundations, principles and practice, and will guide you through how to prepare for a coaching and mentoring session, how to ensure a session is successful, and which techniques to use to get the most out of a person that will help you to coach or mentor them effectively. The course includes a downloadable workbook that you can complete alongside the training to help develop your skills.

#### **Module One: How to be an Effective Coach and Mentor**

This module covers the foundations of coaching and mentoring and explains what needs to be in place before you begin.

- Coaching, mentoring or both?
- Paired professional learning (PPL)
- Coaching and mentoring contracts
- Expectations
- When NOT to use coaching and mentoring

#### **Module Two: Seven Principles of Effective Coaching and Mentoring**

This module looks at seven key principles that can be followed to ensure your coaching and mentoring sessions are consistent and successful.

- Agreeing on the process
- Managing the agenda and planning sessions
- Effective questioning and listening
- Using silence
- Coaching AND mentoring

#### **Module Three: The Practice of Effective Coaching and Mentoring**

This module explains how to turn the seven key principles into practice with simple tools and techniques.

- Starting and theming a session
- Questions and powerful words
- Ending a session
- Evaluating impact

## Aims of the training

By the end of this course, you will:

- Develop a practical, working definition of coaching and mentoring.
- Understand the rationale for using coaching and mentoring and the prerequisites for making it successful.
- Learn and apply the seven principles of effective coaching and mentoring.
- Develop frameworks and scripts for efficient coaching and mentoring sessions.
- Evaluate coaching and mentoring by considering sustainable impact and ROI (return on investment).