

Mentoring and Coaching Techniques for Managers



Every organization cares about its performance and productivity. That is why various instruments/tools are introduced to and used by the leader, manager, and supervisor in order to maintain as well as to improve the performance and productivity of the organization. Performance management is a systematic instrument/tool to steer, motivate and manage the performance of individuals and organization. Coaching is one of capacity development methodologies/ approaches to enable individuals/group to achieve their performance goals and indicators. Besides, there are other important instruments, all of which contribute to maintaining, improving and managing performance and productivity of the organization.

Coaching is an on-going dialogue process between coach and coaches. It is a demand-oriented assistance to help individuals/group to analyze specific issues and generate solutions leading to improving both professional and/or personal performance. Every leader, manager, and supervisor must have coaching skill, and be able to provide coaching directly to their team or seek for coaching service from external resource person.

■ Course Objective

Upon the completion of this two-day training, participants are expected to:

- Elaborate the differences between coaching, mentoring and expert advice, and their importance,
- Understand and apply necessary attitudes of the coach toward coaches as well as roles and necessary skills for coaching, and
- Apply phases (different steps) as well as relevant methodologies of coaching

■ Course Structure

The certificate course in Mentoring and Coaching Techniques for Managers takes approximately 16 hours OR is offered 2 days.

The course is by Mr. Men Kunrath.

Participants will receive a Certificate of Participation upon successful completion of the course. The maximum number of participants is 20.

■ Course Outline

Module 1: Capacity Development Framework

Module 2: The Difference between Coaching, Mentoring

Module 3: Necessary Requirements as a Coach

Module 4: Understanding General Work Processes

Module 5: Applying Phases (steps) and Methodologies of Coaching

■ Who Should Attend?

This course is designed for:

- Participants with disciplinary function and management roles (those who are responsible for managing, supervising, and leading staff such as line manager, supervisor, team leader, project manager.....)
- Participants actively involved in training, capacity development and organizational development activities such as trainer, capacity development and organizational development expert/advisor...