

## Coaching and Mentoring

Coaching and mentoring training has become the most essential skills that a leader must have. As a team leader, the more skilled you are at sharing your experience, expertise and insights through coaching and mentoring, the easier it is to build a positive learning culture in the organization. In this session, participants will learn how to coach and mentor using various tools and techniques. After completion of the course they will have the knowledge and skills to become much more effective coaches and mentors. They will also know how to use the tools and techniques to motivate their subordinates, resulting in increased productivity and effectiveness.

### Course Outline

- Introduction to Coaching & Mentoring
- Coaching
- Mentoring

### Who Should Attend

Any level staff such as:

- People wishing to develop their coaching or mentoring skills at any level of business.

### Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

### Course Duration

The standard duration of this course is 12 contact hours.

### Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

### Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Understand the basic processes behind coaching & mentoring.
- Have the ability to introduce coaching & mentoring into their organization.
- Understand the benefits of coaching and mentoring in the organization.
- Identify opportunities for coaching & mentoring.
- Understand the nature of the relationships that must be managed in any coaching and mentoring program.
- Use the knowledge for the overall benefit of the organization.

### Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions
- Case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

For more information please feel free to contact:

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