

LEADERSHIP SKILLS FOR MANAGERS: COACHING & MENTORING

DATE: 13-14 June / 20-21 September 2023
9-10 January 2024

FEE: RM1,250

DURATION: 2 Days

HRD CORP SCHEME:
HRD Corp Claimable Courses

PROGRAM OVERVIEW

The best leaders today use coaching and mentoring approach to build high performing teams because it is the most effective way to leverage on strengths of their teams in achieving world-class business results. When senior members adopt coaching and mentoring as a way to complement formal training, experiences and knowledge will be transferred to the junior members of the team. Coaching and mentoring methods are also known to be more empowering, drawing out the innate ability and potential of junior members and serve to motivate the seniors in an organization. We recognise the need for successful Leadership Coaching and Mentoring to develop flexibility between discovering, learning and leading within a high impact team environment.

The purpose of this 2 day Programme is Effectiveness. Inspiring leaders & teams to explore beyond the traditional views of success and learn to make the shift away from the traditional authoritative model of learning to a model of leadership based on powerful coaching skills and mentoring competencies that encompasses resources, personal responsibility and accountability.

LEARNING OUTCOMES

Upon completion of this program, participants will be able to:

- Understand and Learn the fundamentals and concepts of coaching and mentoring
- Gain appreciation of the benefits of coaching and mentoring
- Discover the different styles of coaching skills and apply the coaching structure effectively.
- Develop the necessary skills set of a successful coach
- Understand the process of coaching, apply outcome setting and action framework and its applications.

METHODOLOGY

- In our unique, Experiential and powerful methodology , we adopt a very facilitative approach. in this activity-based training, participants are empowered to apply the skills and techniques learnt as part of their winning mindset and habits, including directive and non-directive coaching, mentoring
- Accelerated, Experiential & Action Learning
- NLP Techniques
- Fun Learning
- Group Discussions

WHO SHOULD ATTEND

- Mid/Senior Level Manager
- First Level Manager

FACILITATOR

Vincent Tay

He has decided to become a trainer and coach after discovering the power of experiential training more than 28 years ago. To develop his training skills, he had undertaken a variety of programs including Born To Be Free by IHK (Institute of Hard Knocks), Leadership Program (AsiaWorks Training), Memory Techniques, Born Rich (Robert Proctor), Metaphysics, MasterClass Train The Trainer (Billy Kueek International), Hypnosis and NLP Practitioner. Vincent is also a Certified Trainer under the Human Resources Development Fund (HRDF).

PROGRAM CONTENT

Module 1

Perception of Coaching & Mentoring

- Discussion –
 - Attributes of outstanding coaches:
 - Qualities of a Successful Coach
- Personal Inventory Check

Module 2

Introduction to Coaching & Mentoring

- Definition
- Coaching vs Mentoring vs. Consulting vs. Counseling
- The role of a coach and mentor
- Types & Benefits of coaching/mentoring

Module 3

You Lead With Your State

- Brief of NLP
- Mindset of excellence of a coach
- Self-limiting beliefs and values
- The NLP 4-Mat approach to coaching
- Thoughts, Emotions and Actions

Module 4

Fundamental Rapport Skills

- Strategies in building Rapport
- Coachee's language
- Non-verbal communication
- The Communication Model
- Communication Behaviour Styles

Module 5

Necessary Skills for Coaching

- Explore and adopt suitable coaching models
- Values-centered performance coaching
- Attentive listening
- Power of questioning
- Metaphoric Coaching skills
- Acknowledge and Glorify achievements

Module 6

Leadership Creation

- Personal declaration of Excellence
- Explore & Analyze performance gap
- Coaching the gap
- Synergizing performance
- Develop Mentoring Plan or Structure

Module 7

Mindset of Mentoring Excellence

- Explore Definition & Mission of mentoring
- Strategies to identify Protégé and Mentor
- Mentor & Mentee Relationship
- The "Being" of a great mentor
- Personal Development Plan

Module 8

Clarity Session
Summary

PROGRAM SCHEDULE

Day 1

9:00am - 10:30am	:	Module 1
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 2
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 3
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 4
		End of the day



Day 2

9:00am - 10:30am	:	Module 5
10:30am - 10:45am	:	Coffee Break
10:45am - 1:00pm	:	Module 6
1:00pm - 2:00pm	:	Lunch
2:00pm - 3:30pm	:	Module 7
3:30pm - 3:45pm	:	Coffee Break
3:45pm - 5:30pm	:	Module 8
		End of the day