

Coaching & Mentoring Skills for Educational Supervisors

(1 Day – 7 CPD Points)

Effective utilisation of coaching is widely regarded as one of the most performance enhancing activities in a mentoring tool bag. You may be supporting a new member of the team, a trainee or resolving performance difficulties or supporting a colleague through career transitions. This workshop is very practical and utilises behavioural coaching frameworks to take your current mentoring capabilities to a more advanced level.

Workshop Outcomes:

By the end of the one-day workshop, delegates will be able to:

- Create an environment of trust, engagement and rapport to accelerate the development of others so they can more effectively contribute to organizational goals
- Understand and use processes that develop self-reliance in others and maximize self-directed learning
- Use advanced listening and questioning techniques for the development of others
- Understand perspectives of a situation by experiencing it from multiple view points
- Understand the roots of challenging behaviour and have confidence to find a way forward
- Consider career aspirations in a non-directive approach

Workshop Content:

Pre-work: Mentoring Talents Self Evaluation Quiz

- Terminology – coaching and mentoring – what does it all mean?
- Introduction to mentoring
 - The benefits of a mentoring approach
 - The Dimensions of Mentoring
 - Evolution of an effective process
 - Mentor helping roles and behaviours
 - Creating the right environment and agreeing ground rules
- Building rapport
 - The power of rapport – building trust
 - The art of listening
 - Questioning approaches that promote a shift in thinking
- Coaching Toolkit
 - 3 coaching structures
 - Giving structured feedback that is understood and acted upon
 - Sharing your own experiences in a non-directive way
- Careers conversations
 - What is the best way to give effective, constructive feedback that enhances performance?
 - Exploring options and guiding others to decide for themselves
 - Gap analysis within PDP's

Note to delegate: In addition to the formal pre-work (which will be sent to you separately), you may wish to think in advance regarding the objectives, or do some reading around the topics.

What do you already know? What would you like to get out of this workshop?

Objective 1: Create an environment of trust, engagement and rapport to accelerate the development of others so they can more effectively contribute to organizational goals

Objective 2: Understand and use processes that develop self-reliance in others and maximize self-directed learning

Objective 3: Use advanced listening and questioning techniques for the development of others

Objective 4: Understand perspectives of a situation by experiencing it from multiple view points

Objective 5: Understand the roots of challenging behaviour and have confidence to find a way forward

Objective 6: Consider career aspirations in a non-directive approach