

## Workplace Coaching and Mentoring Skills

This one-day course is for people wishing to develop their coaching or mentoring skills at any level of business. It aims to give participants a clear insight and understanding into the dynamics that happen between people when they work one-to-one.

The temptation when coaching or mentoring someone is to provide the solution to their problem or difficulty. This course helps you find ways to hand the issues back to the person and encourage them find the solutions for themselves.

### Coaching and Mentoring Course Objectives:

- Provide highly effective coaching skills you can put into practice immediately
- Listening and responding skills
- Motivating and guiding
- Giving effective feedback
- Dealing with confidence issues
- Assisting with professional and personal development

What is next for me?

