Anderson
Executive Development Centre

Coaching, Mentoring & Career Development for Success

Gearing towards a High Performance -Based Organization

Date	Venue	Fees
12 - 16 Apr 2020	Dubai - UAE	$4,950
06 - 10 Dec 2020	Dubai - UAE	$4,950

**This fee is inclusive of Documentation, Lunch and Refreshments and exclusive of 5% UAE VAT*

TRAINING COURSE OVERVIEW

Coaching, mentoring and career development are essential skills for leadership success. The demands of an increasingly competitive business environment have resulted in a growth in the use of coaching, mentoring and other career development activities in workplaces worldwide. This practical and innovative Anderson training course will introduce participants to the core skills of workplace coaching, mentoring and career development. A focus is on practical skills development in communication and counselling techniques. There is also a focus on the scientific approach to human psychological processes and understanding of human development. Practical skills workshop are conducted each day where what has been learnt will be put into practice.

DESIGNED FOR

This Anderson training course is suitable for anyone who wishes to develop their skills in coaching others. Participants would be expected to have competence in communication skills, though these will be further developed in this course. In particular, this course would suit:

- Managers, Supervisors and Team Leaders
- All Human Resource (HR) personnel
- HR Business Partners
- People who need to coach or mentor others in their day-to-day work
- Anyone involved in learning & development or talent management

TRAINING COURSE OBJECTIVES

By attending this Anderson training course, delegates will be able to:

- Demonstrate coaching skills
- Utilise modern coaching and mentoring techniques in the workplace
- Apply motivational coaching techniques
- Plan and structure a mentoring plan for individuals
- Develop career plans suitable for use in your organisation

TRAINING COURSE OUTLINE

Among a range of valuable topics the following will be given high priority:

- Types of Workplace Coaching
- Distinguishing between coaching, mentoring, and counselling
- Advanced Communication Skills for Coaching & Mentoring
- Active listening and Questioning techniques
- Mentoring Techniques & Practices
- Pitfalls to be avoided for effective Mentoring
- Understanding human development and learning
- Best practices in career development
- Supporting Organisations Using Coaching
- Developing workplace counselling programmes (EAPs)

The Certificate : Anderson Certificate of Completion will be provided to delegates who attend and complete the course.

REGISTER NOW ☎ +971 4 365 8363 +971 4 360 4759 info@anderson.ae www.anderson.ae

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