



# Coaching, Mentoring & Career Development for Success

Gearing towards a High Performance-Based Organization

## ► Upcoming Sessions

02-06 Dec 2024	Dubai - UAE	\$5,950
24-28 Feb 2025	Dubai - UAE	\$5,950
23-27 Jun 2025	London - UK	\$5,950
01-05 Dec 2025	Dubai - UAE	\$5,950

## ► Training Details

### Training Course Overview

Coaching, mentoring, and career development stand as indispensable pillars for achieving leadership excellence. As the business landscape grows more competitive, there's a global surge in the adoption of these practices within workplaces.

The Anderson training course offers a hands-on and forward-thinking approach to equip participants with the essential skills in workplace coaching, mentoring, and career development. Emphasis is placed on honing practical abilities in communication and counseling techniques, alongside delving into the scientific underpinnings of human psychological processes and developmental dynamics.

Each day of the course features practical skills workshops, providing a platform for participants to put their newfound knowledge into action, ensuring tangible skill development and immediate application of learning.

### 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

### 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 Details

### Day One: The Coaching Foundation

- ▶ Types of Workplace Coaching
- ▶ Distinguishing between coaching, mentoring and counselling
- ▶ Key coaching skills for effective performance
- ▶ Assessing coaching skills
- ▶ Meeting ethical guidelines and professional standards
- ▶ Introducing Coaching Models - PEDICR & GROW

### Day Two: Advanced Communication Skills for Coaching & Mentoring

- ▶ Understanding self & others - personal communication styles
- ▶ Importance of Active listening
- ▶ SOLER Model for Active Listening
- ▶ Effective questioning techniques
- ▶ Language - verbal and non-verbal
- ▶ Consolidation - Conducting a coaching session

### Day Three: Mentoring Techniques & Practices

- ▶ Objectives and benefits of mentoring
- ▶ Corporate mentorship programs
- ▶ Most commonly used techniques among mentors
- ▶ Mentoring relationships: formal and informal
- ▶ Pitfalls to be avoided for effective Mentoring
- ▶ Consolidation - Conducting a Mentoring session

### Day Four: Learning and Development Principles

- ▶ Understanding human development and learning
- ▶ The 70:20:10 Model
- ▶ Learning Styles - Honey & Mumford
- ▶ Best practices in career development
- ▶ Developing your career SWOT
- ▶ Career planning & Talent Management

### Day Five: Enabling Organisations for Effective Performance

- ▶ Common workplace issues
- ▶ Developing workplace counselling programs (EAPs)
- ▶ Managing Workplace Conflict
- ▶ Coaching to address and reduce conflict
- ▶ Assessing Organisational Readiness for sustainability
- ▶ Personal Action Planning

## ▶ Accreditation



The use of this official seal confirms that this Activity has met HR Certification Institute's® (HRCI®) criteria for recertification credit pre-approval.

## ▶ The Certificate

- ▶ Anderson Certificate of Completion will be provided to delegates who attend and complete the course
- ▶ The HRCI Approved Provider Seal and the corresponding Recertification Credit Hours Awarded will be reflected on the Certificate of Completion

## ▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: [info@anderson.ae](mailto:info@anderson.ae)

Request for a Tailor-made training and educational experience for your organization now:

Email: [inhouse@anderson.ae](mailto:inhouse@anderson.ae)

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