



HR Strategy and Training

Advanced Coaching & Mentoring Skills

Course Introduction

Increasingly, organizations are now realizing the various benefits of developing talent through coaching and mentoring programs. However, questions arise on: how to use each method? How these methods can support talent development? And what tools are available for running programs?

Concepts on coaching and mentoring

This training course is designed to provide participants with the advanced concepts on coaching and mentoring. This will help participants to ensure productivity and engage employees that sustain organizational success.

Target Audience

This course is designed for all those who are related to interviewing and selection process.

Learning Objectives

At the end of the training course, participants will be able to

- Gain a comprehensive understanding of the modern coaching and mentoring techniques
- Recognize what coaching can achieve for your team through case studies
- Discover the importance of Coaching for managers and organizations during group discussions
- Differentiate between coaching, mentoring, and counselling using videos
- Establish the right Coach mindset for effective coaching
- Discuss the advantages and disadvantages of internal, external, formal and informal coaching
- Differentiate between coachees different styles through DISC assessment

- Use TGROW & RACSR Model for effective coaching session guidance
- Develop and use proper Questioning techniques to maximize coaching efficiency

Course Outline

• 01 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

What's different in coaching

- Coaching and Training
- Coaching and Mentoring
- Coaching and counselling

• 02 Day Two

The Coaching Mindset

- The business need behind coaching
- When to Coach & when not to coach
- Coaching principles
- Suitable coaching environment

A Good Coach

- The gold standard of coaching
- ICF Coaching core competencies
- What's your dominant coaching style?
- Coach role and responsibilities

• 03 Day Three

Types of Coaches

- External Coaches
- Internal Coaches
- Formal Vs informal Coaching

Coaching for Managers

- The needed piece of the leadership puzzle
- Coaching for getting the best of employees
- How can you use coaching in line with your management responsibilities?

• 04 Day Four

Coaching session sequence

- How should you sequence your coaching?
- What to talk about first?
- Raising Coachee's awareness
- Know your coaches' different styles and motives.
- Overcome internal barriers while coaching
- Overcome resistance to change or coaching

Coaching Models

- Introducing Coaching Models
- PEDICR & GROW
- TGROW Model
- RACSR Model

• 05 Day Five

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

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

Confirmed Sessions

| FROM | TO | DURATION | FEES | LOCATION |
|---------------|----------------|----------|------------|------------------|
| May 26, 2025 | May 30, 2025 | 5 days | 4250.00 \$ | UAE - Dubai |
| Aug. 25, 2025 | Aug. 29, 2025 | 5 days | 4950.00 \$ | France - Paris |
| Sept. 7, 2025 | Sept. 11, 2025 | 5 days | 2150.00 \$ | Virtual - Online |
| Nov. 23, 2025 | Nov. 27, 2025 | 5 days | 4250.00 \$ | Bahrain - Manama |