

**Duration 1 Day (or 2 Half Days)**

TC1048

## OVERVIEW



“Coaching is about creating a supportive environment in which the individual has the confidence to explore new ideas, challenge their thought processes and set personal goals”.

*(John Freeway)*

“Mentors offer clear thinking space, challenge assumptions and help the individual to ‘raise the bar’ in terms of realising their potential”.

*(Anna Britnor)*

## WORKSHOP OBJECTIVE

To provide participants with the guidelines for delivering effective, timely coaching and/or Mentoring to their project team members and/or to new project managers.

## TARGET AUDIENCE

This workshop is designed for:

- Project Managers, and
- Programme Managers

## PREREQUISITES

There are no prerequisites for attending this workshop.

## PRE-COURSE WORK

Participants may be required to complete a pre-course self appraisal and to consider particular areas for development.

## LEARNING OUTCOMES & FACILITATION

Successful completion of this workshop will enable participants to:

- Understand the role and importance of coaching and mentoring within the project management environment
- Recognise the elements of effective coaching and constructive feedback
- Provide effective positive and constructive feedback as appropriate
- Manage unsatisfactory performance, and reward outstanding performance
- Commit themselves to the role and responsibilities of effective coaching/mentoring.

Facilitators of this workshop will use a scenario-based delivery approach to provide participants with a ‘hands-on’, multi-faceted and challenging learning experience.

## 7 PROFESSIONAL DEVELOPMENT UNITS (PDUs) AWARDED

PMPartners is a Global PMI (Project Management Institute) Registered Education Provider.



Participants who have been awarded the Project Management Professional Certification (PMP®) by the Project Management Institute are eligible to earn 7 PDUs for their participation in this workshop.

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## DELIVERY

All workshops may be conducted onsite or at our premises, with experienced facilitators providing group and/or individual instruction. Training is provided through hands-on learning, relevant exercises and the provision of a participant handbook containing training materials, tools, templates and checklists, ready for use.

Our participants are also entitled to complimentary telephone consultation/advice within 60 days of workshop completion.

## ASSESSMENT/ASSIGNMENTS

Assessment of competence is established by observation of contribution and participation during case study exercises and group discussion.

Follow-up assignments are not part of this workshop offering, but may be estimated, designed and conducted upon request.

## OPTIONS & CUSTOMISATION

Optional training modules may be added to this workshop:

- Additional day/s to cover more advanced aspects of communication, presentation and audience management and additional practical application exercises.

Or

- This workshop can be condensed to one day based upon selected modules
- This workshop may be cost effectively customised to your business environment using a workplace-based scenario or project.

## Workshop Content Summary

(CONTENT INCLUDES INDIVIDUAL PRACTISE AND FEEDBACK SESSIONS)

- Self Appraisal Review, Debrief and Setting Objectives
  - Why do you want to be a coach/mentor?
  - What is your personal leadership style?
  - How effective is your communication?
  - What are your development areas?
  
- What is Coaching and Mentoring?
  - Similarities and differences
  - Benefits
  - Key Skills
  - Mentoring Diagnostics
  - How NOT to be a coach/mentor
  
- The Coaching & Mentoring Toolkit
  - The role of communication
  - Learning Styles and the 4MAT System – a cycle of learning
  - Building rapport through personal influence
  - Active listening and questioning skills
  - Instructional Presentation
  
- Building an Effective Coaching/Mentoring Plan
  - The significance of the plan
  - Building the plan
  - Reviewing the plan
  - Providing feedback