



International Training
Center Paris

TRAINING SCHEDULE

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COACHING AND MENTORING FOR MANAGERS

Overview:

The Coaching and Mentoring for Managers training is designed to equip managers with the skills and knowledge needed to effectively coach and mentor their employees. This training program covers the principles of coaching and mentoring, including goal setting, feedback, communication, and motivation. Participants will learn how to create a supportive and empowering environment that fosters growth and development for both the individual and the organization.

Training Objectives:

- Understand the principles and benefits of coaching and mentoring for employees and organizations
- Develop effective coaching and mentoring skills, including goal setting, feedback, communication, and motivation
- Create a supportive and empowering environment that fosters growth and development for employees
- Enhance employee engagement, retention, and performance through coaching and mentoring

By the end of the Coaching and Mentoring for Managers training, participants will have the skills and knowledge needed to create a supportive and empowering environment that fosters growth and development for both the individual and the organization. They will be able to effectively coach and mentor their employees, enhancing engagement, retention, and performance. This training program is ideal for managers at all levels who want to develop their coaching and mentoring skills and create a culture of continuous learning and improvement within their organization.

Targeted Groups:

- Managers interested in coaching their teams
- Team leads focusing on employee development
- Leaders aiming to mentor emerging talents
- Professionals seeking to foster growth through coaching
- Individuals aspiring to become effective mentors

Planning:

Day 1: Introduction to Coaching and Mentoring

- Overview of coaching and mentoring principles and benefits
- Understanding the role of a coach and mentor
- Setting coaching and mentoring goals

Day 2: Effective Communication and Feedback

- Communication skills for effective coaching and mentoring
- Providing constructive feedback
- Active listening techniques

Day 3: Creating a Supportive Environment

- Developing trust and rapport with employees
- Empowering employees to take ownership of their development
- Establishing a coaching and mentoring program

Day 4: Motivation and Accountability

- Motivating employees to achieve their goals
- Creating accountability and measuring progress
- Overcoming common coaching and mentoring challenges

Day 5: Coaching and Mentoring in Practice

- Applying coaching and mentoring skills in real-life scenarios
- Evaluating the effectiveness of coaching and mentoring
- Developing a personal coaching and mentoring action plan