



Coaching & Mentoring

Wisely managing and developing team members is essential in today's business environment. And that makes learning how to coach and mentor an essential modern work skill.

Coaching and mentoring is often a critical step in bringing new hires onboard and acclimatizing them to your culture, processes, and expectations. It can help high-performing employees advance their skills and commitment to the organization – and help average or low-performing employees more productive. And it improves the function of the team, department, and entire organization.

This program provides managers with an easy-to-remember model for coaching and mentoring career advancement that will help enhance performance and productivity – and build positive employee relationships.

This program will help learners understand:

- What is the SMART framework for coaching and mentoring?
- How to compare actual performance against goals
- How to explore options to enhance professional development and performance
- How to create a specific written plan as a guide for future advancement

The interactive features of this program capture anonymous learner feedback about perceptions on coaching and career-related issues.

Your learners will see how they can make an even bigger impact – for their teams and teammates and will have direct access to Emtrain's subject matter experts. This allows them to ask workplace questions anonymously via our innovative Expert Q&A feature.

Program Length

- 30 minutes

Languages

- English and translatable

Audiences

- This program is appropriate for anyone expected to, or in a position to, mentor and develop teammates

Admin Optional Timer



Content Summary

Lesson Title	Lesson Content
1. Building the Team You Need	Why coaching and mentoring are so important to building an effective team and achieving personal and organizational goals.
2. What Is Coaching?	What does effective coaching look like. And how is coaching different from training?
3. Developing the Qualities of a Coach	Good coaches do more than talk about "other people's" skills. They work at developing the skills they need to be effective, including self-awareness, social skills, self-regulation and empathy.
4. Shifting Your Point of View	Being able to see the whole picture is a key skill - regardless of whether your the person coaching or being coached.
5. The "G" in G-R-O-W	Effective coaches help people set realistic, practical and achievable goals.
6. The "R" in G-R-O-W	Effective coaches help people realistically assess where they stand today - as a starting point and benchmark for progress.
7. The "O" in G-R-O-W	Effective coaches help people explore and find options and potential paths forward.
8. The "W" in G-R-O-W	Effective coaches help people find the path forward and hold them accountable for sticking with it.
9. What About You?	Share where you're at when it comes to coaching - and being coached.
10. Post-Program Survey	Share Your Thoughts