

Become a Field Ready Coach and Mentor

PROGRAMME OVERVIEW

The Become a Field Ready Coach and Mentor Programme offers both practical guidance and personal skills training to support learners to become more effective coaches, mentors and managers. By taking this programme you will:

- Develop the essential skills, knowledge and behaviours to become an effective coach or mentor, and make a positive impact on personal career development and company performance
- Become a better and more credible manager and leader that can support members of their team to grow and succeed
- Gain more awareness of the aspirations, challenges, strengths and weaknesses of your team to increase their performance and productivity
- Get practical guidance on setting up a coaching or mentoring relationship to ensure its professionalism, longevity and success

By completing the programme, you will be prepared, well-equipped and confident in your role as coach, mentor and manager. Your teams will achieve more, and you will progress more quickly and have a bigger impact on company performance.

FEE:
\$995

LEARNING HOURS:
48 hours (total for all modules)

LEARNING METHOD:
Instructor-led Workshops, Online Coaching, Experience-based Assignments and Final Assessment

AWARD:
Field Ready Coaching and Mentoring Certificate

WHAT YOU WILL LEARN

The Become a Field Ready Coach and Mentor Programme is organised into three modules, with all elements being tailored to company requirements:

MODULE 1: BUILDING A FOUNDATION; GETTING STARTED

Provides learners with the foundation stones that they need to be effective coaches and mentors. This first module explores key topics and establishes the targets for the programme, including:

- What is coaching?
- What is mentoring?
- Establishing the relationship
- Setting and achieving goals

MODULE 2: COMMUNICATION: THE KEY TO GREAT COACHING AND MENTORING

This builds on the first module and focuses on understanding and developing the communication skills that are at the heart of every successful coaching/mentoring relationship, including:

- Becoming a good listener
- Asking good questions
- Non-verbal communication
- Giving effective feedback

MODULE 3: BECOMING A GREAT COACH AND MENTOR

The final module looks at some of the more advanced skills that elevate individuals to be great coaches and mentors. There is a focus on building good relationships and understanding some of the challenges that coaches and mentors face, including:

- Building a good relationship
- How to challenge; how to be supportive
- Motivation and guidance
- How to approach different coaching scenarios

THE LEARNING EXPERIENCE

The Become a Field Ready Coach and Mentor Programme can be configured to your specific needs or your staff can join our quarterly scheduled classes. The full programme – which we describe below – is 48 hours. This includes 20 hours of instructor-led training, virtual interactions, assignments, assessments and follow up.

The 48-hour programme is typically run across a 1-month period to take account of the time constraints of employees who need to continue to work through the training. That month is organised as follows:

WEEK 1 (12 HOURS) LAUNCHING OF THE PROGRAMME

This will be done either at the training location of your choice or at one of our partner institutions; it can also be run online if required

INSTRUCTOR-LED TRAINING FOR MODULE 1 AND ASSIGNMENTS
There are around 5 hours of instructor-led training involved in the delivery of Module 1. Following completion of this initial training (which typically takes place over a single day), all trainees will be given assignments to complete.

**WEEK 2 (12 HOURS)
MODULE 1 FEEDBACK/INSTRUCTOR-LED TRAINING FOR MODULE 2 AND ASSIGNMENTS**
There will be a further 5 hours of instructor-led training involved in the delivery of Module 2. Trainee assignments will focus on paired learning and practical experience-based interactions.

**WEEK 3 (12 HOURS)
MODULE 2 FEEDBACK/INSTRUCTOR-LED TRAINING FOR MODULE 3 AND ASSIGNMENTS**
The feedback and training session at the start of week 3 will be 5 hours. Trainee assignments in week 3 will build on Module 3 training themes.

**WEEK 4 (12 HOURS)
FINAL FEEDBACK, COACHING SESSION, FINAL ASSESSMENT AND COMPLETION OF PROGRAMME**
The final week sees instructor feedback sessions on the paired learning experiences, a group coaching session (5 hours) and the completion of a final assessment which is written, and interview based.