



TRAINING ON COACHING AND MENTORING

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Intro

- Always planning your agenda the same way, hence always getting the same results?
- Keen on moving your organisation forward but ignoring how to proceed?

Objectives

- Develop skills, knowledge and attitudes in order to coach or mentor individuals and teams;
- Gain competences in coaching and mentoring methods, tools and approaches to empower individuals and teams to efficiently achieve results;
- Reflect on one's coaching and mentoring style;
- Share best practices, case studies, dos and don'ts in coaching and mentoring;
- Provide information and resources to learn more about coaching and mentoring or to create your own coaching toolbox;
- Understand coaching and mentoring as one of the approaches for personal and organisational development;
- Reflect on the competences and skills needed to be a good coach;
- Gain understanding on coaching and mentoring process;
- Understand the difference between coach, mentor, therapist, facilitator and trainer.

Contexts

- Strategy planning
- Evaluation meetings
- Job training
- Job shadowing
- Handover processes
- Personal/professional development

Target audience

- Everyone who coaches, manages or leads individuals or teams

Modules

- **Introduction: basic overview of coaching approach to leadership**
 - What is coaching, coaching style, roles and competences of the coach, why and when to use a coach and when not,
 - Types of coaching
 - GROW coaching structure
- **Competences (knowledge, skills, attitudes) for an efficient coaching process:**
 - How to use Open questions and verbal skills of a coach
 - Responsibility in coaching process (role of coach, role of coachee)
 - Learning process and how can a coach support it
 - How to keep it fun and interesting
- **Introduction: basic overview of mentoring**
- **Competences (knowledge, skills, attitudes) for an efficient mentoring process**
- **Sharing best practices and case studies, dos and don'ts**

How can the PoT support you?

- PoT facilitators helping in the training process of your coaches
- Consultants of the method
- Consulting of developing specific training modules on coaching
- Supervision of the coaching process
- External evaluation
- Providing resources for the training process

Resources

- **Recommended resources:**

- [Coaching guide: Salto Toolbox](https://www.salto-youth.net/tools/toolbox/tool/coaching-guide-youth-initiatives-participation.612/): <https://www.salto-youth.net/tools/toolbox/tool/coaching-guide-youth-initiatives-participation.612/>
- [Mentoring: MindTools](http://www.mindtools.com/pages/article/newCDV_72.htm): http://www.mindtools.com/pages/article/newCDV_72.htm

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