

## COACHING AND LEADING PEOPLE DEVELOPMENT 2 Days

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### 1. UNIT STANDARDS

#### Select and coach first line managers

Unit Standard:	252035
NQF Level:	5
Credits:	8

#### Lead people development and talent management

Unit Standard:	252029
NQF Level:	5
Credits:	8

### 2. COURSE OVERVIEW

When an individual is hired to do a job, particularly if it's a well paid and/or senior position, he or she is expected to hit the ground running and handle the workload with ease. What is often left out - wherever the individual is on the career ladder - is that he/she will need some form of guidance and support along the way. Some companies recognise this, and part of their employee care is to have a coaching and/or mentoring programme in place.

Coaching and mentoring are recognised today as key elements of workforce development, assisting individuals to achieve their full potential. Coaching & mentoring skills are considered integral to the role of leaders and managers.

Coaching and mentoring share many similarities and many common skills, but it is generally accepted that mentoring tends to be job-centred; focusing on workplace competence, while coaching is person-focused and supports individual growth and career development. Both should inspire, educate, empower and support people in their ongoing development within a professional or organisational context.

This workshop will help develop practical coaching and mentoring skills, which will benefit the organisation, support succession-planning, and will certainly advance participants' own careers.

### 3. TARGET AUDIENCE

This in-depth 2-day programme is for leaders, change agents, educators, current mentors or coaches, and managers, who are interested in expanding their understanding, competence and skills as a coach and mentor in order to develop and support their colleagues in the workplace.

The programme explores the definition and core skills of both coach and mentor, and draws richly from the experience and expertise participants bring to the session.

## **4. PROGRAMME OUTLINE**

### **SECTION 1: SELECT AND COACH FIRST LINE MANAGERS**

#### **Module 1: Screen & Select**

Job profile analysis  
The interview process

#### **Module 2: The coaching plan**

Performance vs KPI  
Implementing a recording system

#### **Module 3: The coaching process**

Purpose, content and schedule  
Performance discussions  
The coaching action plan

#### **Module 4: The coaching sessions**

Monitor, measure and feedback

### **SECTION 2: LEAD PEOPLE DEVELOPMENT AND TALENT MANAGEMENT**

#### **Module 1: Conducting Training Needs analysis**

The skills gap  
Talent management strategy

#### **Module 2: Implementing results obtained from Training Needs Analysis**

The development needs of staff

#### **Module 3: Compile a people development plan**

#### **Module 4: Manage implementation of people development plan**

## **5. TRAINING METHODOLOGY**

The programme is designed to run at a high level of participation and interaction, and delegates are involved in role-plays, rating exercises and case studies. Where available video clips are used for understanding and integration. The group leader ensures that delegates receive the direction and support they need to meet the demands which the workshop makes for clear thinking and for demonstrating the practical application of principles discussed.

Upon programme completion, a report will be provided with the facilitator's feedback on the delegate's performance which identifies areas for further development.