XCELERATE TRAINING INSTITUTE
your learning & development partner

HUMAN RESOURCES MANAGEMENT (HRM)

Coaching and Mentoring Skills Training Course

DURATION	LANGUAGE	FORMAT
5 days	English	Classroom / Online

Upcoming dates

Dates	Venue	Format	Fee
8 – 12 Feb 2027	Live online	Online (live)	€1,200
15 – 19 Mar 2027	Bahrain	Classroom	€5,500
16 – 20 Aug 2027	Live online	Online (live)	€1,200

Register or ask a question

Online: x8ti.com/course/coaching-and-mentoring-skills-training-course-2/
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Coaching and Mentoring Skills Training Course

Introduction

Introduction

Mentoring is a relationship between an experienced person (Mentor) who is willing to share his/her knowledge, skills and expertise and an energized individual (Mentee) who is open & willing to learn and grow within a specific area/domain.

Whereas Coaching is unlocking and revealing a person's potential to maximize their own performance. Coaching aims to develop and improve performance and establishes focus on the present rather than on the distant past or future.

Mentoring and Coaching is the guidance, direction given by a mentor or coach. A mentor influences the personal & professional growth of a mentee.

Mentoring & Coaching helps people in becoming more effective at work and in personal life, learn new skills, develop greater confidence, and make better decisions for overall personal and professional growth. It also gives immense satisfaction to mentors & coaches and the opportunity to work on their own leadership style, communication skills and other critical behavioral/leadership competencies.

This Coaching & Mentoring Skills Course by Xcelerate Training Institute will provide you with in-depth knowledge about various key aspects of Coaching & Mentoring so that you can design, develop & execute holistic coaching & mentoring process in your organization. It will also help in preparing yourself to become a better mentor or coach.

Learning Objectives

- Basics of Mentoring & Coaching
- Importance of mentoring
- Key components of any mentoring relationship
- Various mentoring techniques/models
- Qualities/skills needed to be a good mentor
- Qualities/skills needed to be a good mentee
- Tips for mastering the art of mentoring
- Mentoring program best practices
- Important concepts in coaching
- Various coaching tools
- Various types of coaches
- Mistakes/Pitfalls to avoid in Coaching
- ICF (International Coaching Federation) Core Competencies
- Measuring & Evaluating Mentoring/Coaching Program Success

Training Methodology

We at Xcelerate Training Institute apply a range of proven adult learning methodologies for enhancing participants overall learning experience. This program will be experiential and interactive. The tools and methodology used for learning will comprise of presentations, individual and team activities, case studies, audio-video clips & knowledge reinforcement evaluation tests (MCQs/Quiz).

Benefits for Your Organization

- Ability to attract and recruit talent in the marketplace
- Improved productivity
- Competent & Skillful Workforce by developing business-critical competencies which ensure business profits
- Helps achieve succession planning goals by creating a larger pool of talented employees who are ready to take business-critical leadership positions
- Enhance leadership and coaching skills in managers
- Improved staff morale, performance and motivation among employees
- Better knowledge sharing between various departments/functions
- Foster diversity and inclusion
- Improved employee engagement & satisfaction
- Improved knowledge transfers to retain the practical experience and wisdom gained from long-term employees
- Breakdown of “silo” mentality by broadening perspective and increasing collaboration across departments and levels
- Broadens employee perspective by providing multiple avenues to learn, develop and contribute
- Creates an open/inviting culture
- Culture of continuous learning and development
- Increased retention of business-critical talent
- Increased level of stakeholder’s delight

Benefits for You

- Comprehend key aspects of effective coaching & mentoring
- Gain expertise to help organizations in developing effective coaching and mentoring program
- Understand the basics and importance of coaching & mentoring
- Know the key components of Mentoring relationship
- Learn and apply various Mentoring Techniques/Models
- Recognize the qualities required for becoming a successful mentor
- Recognize the qualities required for becoming a good mentee
- Understand and apply the tips for mastering the art of mentoring
- Analyze Mentoring program best practices
- Know important concepts in coaching
- Understand and apply various coaching tools
- Improved engagement & job satisfaction

- Learn & implement a holistic approach towards talent development & retention

Target Audience

Xcelerate training institute recommends this course for:

- HR Business Partners
- HR Generalists
- Human Resources Managers
- HR Leaders
- Talent Management Professionals
- Organization Development (OD) Professionals
- Learning and Development (L & D) Professionals
- HR Consultants
- CEOs
- Line Managers
- Organizational Leaders across industry
- Management Students

Course Outline

Basics of Coaching & Mentoring

- What is Mentoring?
- What is Coaching?
- Difference between Mentoring and Coaching
- Similarities between Mentoring & Coaching

Benefits/Importance of Mentoring

- Benefits of Mentoring for the mentee
- Benefits of Mentoring for the mentor
- Benefits of Mentoring for the organization

Key Components of Mentoring Relationship

- Managing the process
- Contracting process
- Forming a mentoring relationship
- Ethics of mentoring
- The Ongoing Mentoring Relationship
- Reviewing and Ending the Mentoring Relationship
- Feedback process

Mentoring Techniques/Models

- One on one mentoring
- Group mentoring
- Peer mentoring

- Distance or E-mentoring
- Reverse mentoring
- Speed mentoring

Various Qualities/Skills Needed to be a Good Mentor

- Review of qualities required for becoming a successful mentor

Various Qualities/Skills Needed to be a Good Mentee

- Review of qualities required for becoming a successful mentee

Mastering the Art of Mentoring

- Effective tips for mastering the art of mentoring

Mentoring Program Best Practices

- Review of various best practices followed in a mentoring program

Important Concepts in Coaching

- Three “Levels of Listening”
- ‘Coach Position’ – the mental and emotional attitude and approach of an effective coach
- The Outcome Frame
- Three Brains
- Managerial and Executive Coaching
- 5 Solution Focused Principles
- Open-Ended and Closed-Ended Questions
- The Logical Levels Exploration
- The Four Stages of Learning
- Different Visualization Questions
- The Values-Based Self-Image

Various Coaching Tools

- Wheel of Life
- The Urgent and Important Process
- Short visualization method
- Tri-Position Planning
- The Four Gremlins
- The Mentor’s Table
- And many more

Various Types of Coaches

- Executive Coach
- Leadership Coach
- Life Coach
- Career Coach
- Relationship Coach
- Business Coach

- Wellness Coach

Mistakes/Pitfalls to Avoid in Coaching

- Review of various mistakes/pitfalls which should be avoided by the Coach during Coaching

ICF (International Coaching Federation) Core Competencies

- Demonstrates Ethical Practice
- Embodies a Coaching Mindset
- Establishes and Maintains Agreements
- Cultivates Trust & Safety
- Maintains Presence
- Listens Actively
- Evokes Awareness
- Facilitates Client Growth

Measuring & Evaluating Mentoring/Coaching Program Success

- Different methods/metrics to measure the effectiveness of mentoring/coaching programs

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Registration Form

Coaching and Mentoring Skills Training Course

Preferred dates: ..... Venue or online: .....

Duration: 5 days Language: .....

Please complete and email this form to us, or register online. We confirm your place and send the invoice within one working day.

Delegate information

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Official email: ..... Personal email: .....

Company information

Company name: .....

Address: .....

City / country: ..... VAT / tax number: .....

Person responsible for training & development

Full name (Mr / Ms / Dr / Eng): .....

Position: ..... Telephone / mobile: .....

Email: .....

Payment

☐ Please invoice me ☐ Please invoice my company

Signature: ..... Date: .....

Call
+491631686678

Email this form
info@x8ti.com

Register online
Open the course page