



### **Abstract**

Coaching and mentoring are developmental interventions aimed at facilitating an organisation's talent management programmes. They are described below, consistently with the SABPP Coaching and Mentoring Professional Practice Standard.

Coaching is a professional relationship where a person with specific knowledge and/or skills, a coach, assists another person, a coachee, to develop more knowledge or skills related to the latter's work or performance area. Coaching may be done within a supervisor/subordinate relationship or in a third-party subject - matter expert relationship.

Mentoring is a professional relationship where an experienced person, a mentor, assists another, a protegee, to achieve personal and professional growth, and to maximise potential and improve performance. It is a mutually agreed-to relationship, even outside the supervisor/subordinate relationship and is maintained through mutual trust and respect. It usually lasts for a minimum period of one year but may become long term.

As with all other HR activities and interventions, coaching and mentoring are not static activities and must therefore be aligned to workplace realities and operating models.

### **Special features**

- 14 CPD points
- Walk away with a coaching and mentoring policy.

## Course outline

### Module 1: Related Coaching and mentoring concepts and nomenclature

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| <ul style="list-style-type: none"><li>• Training</li><li>• Teaching</li><li>• Career development</li><li>• Education</li><li>• Problem solving</li><li>• Sharing</li><li>• Supporting</li></ul> | <ul style="list-style-type: none"><li>• Guidance</li><li>• Communication</li><li>• Motivating</li><li>• Ambitions/goals/purpose</li><li>• Advising</li><li>• Nurturing</li></ul> |
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### Module 2: Fundamentals and guidelines for good coaching and mentoring

### Module 3: The place of coaching and mentoring in talent management.

- The HRM Standards
  - ✚ Talent Management
  - ✚ Learning and Development
  - ✚ Performance Management
  - ✚ Reward and Recognition
- Prerequisite for a successful mentoring and coaching strategy

### Module 4: Coaching and mentoring in remote and/or hybrid work environments.

### Module 5: Implementing a value adding coaching and mentoring strategy.

- Define business case
- Develop mentoring and coaching policy and align to talent philosophy
- Define organisation's coaching and mentoring programme
- Decide on coaching and mentoring programme management
- Appoint and train coaches and mentors in line with policy
- Identify coachees and protegees
- Match coachees and protegees with coaches and mentors
- Contracting with coachees and protegees
- Support, intervene and take corrective action as required
- Observe defined improvements
- Report in line with company governance structures.

### **Target group**

- Coaches and mentors
- Coachees and protegees
- Line managers
- Talent management specialists
- Learning and development specialists
- HR business partners
- Executive management

### **Course Duration**

2 Days

### **Course fees:**

- Member R3 130.00 excl VAT
- Non Member R3 756.00 excl VAT