

**Training Title**

**MOTIVATING, COACHING, COUNSELING & MENTORING**

**Training Duration**

5days

**Training Venue and Dates**

REF	Motivating, Coaching,		31 January-04		
ML023	Counseling & Mentoring	5	February, 2021	\$4,500	Dubai, UAE

Training will be held at any of the 5 star hotels. Exact venue will be informed later.

**Training Fees**

- 4,500 US\$ per participant for Public Training includes Materials/Handouts, tea/coffee breaks, refreshments & Buffet Lunch

**Training Certificate**

Define Management Consultancy & Training Certificate of course completion will be issued to all attendees.

**TRAINING OVERVIEW**

**TRAINING DESCRIPTION:**

This innovative and exciting Motivating, Coaching, Counseling & Mentoring training has been specifically designed to meet the demands of the modern workplace. During the five days, participants will be given the opportunity to examine in their existing knowledge and skills and be instructed in areas related to Motivating, Coaching, Counseling & Mentoring. This training is very practical, thought provoking, motivational and above all interesting. It will introduce participants to the core skills of Workplace Coaching, Counseling and Mentoring and will focus on practical skills development.

Workplace coaching is a skilled activity that should be delivered by appropriately trained people and is a proven method to train and develop others. A mentor is someone who can help (often a younger) another employee work out their priorities, make career decisions, and develop work skills. Workplace Counselling can involve practical skills to help others and also the provision of professional support through Employee Assistance Programmes (EAPs).

**TRAINING OBJECTIVE:**

- Evaluate Techniques for Coaching, Counseling & Mentoring
- Utilize Motivational Coaching Techniques in the Workplace

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- Develop Practical Counseling Skills to Use with Staff
- Communicate More Effectively at All Levels
- Comprehend the Concepts and Appropriate Methodology of Mentoring

### TRAINING METHODOLOGY

A highly interactive combination of lecture and discussion sessions will be managed to maximize the amount and quality of information, knowledge and experience transfer. The sessions will start by raising the most relevant questions, and motivate everybody finding the right answers. The attendants will also be encouraged to raise more of their own questions and to share developing the right answers using their own analysis and experience.

All attendees receive a course manual as a reference.

This interactive training workshop includes the following training methodologies

30% Lectures

30% Workshops and work presentation

20% Group Work & Practical Exercises

20% Videos & General Discussions

### WHO SHOULD ATTEND:

- Supervisors
- Team Leaders
- Management Professionals
- Management Staff
- Line Managers
- Technical Managers
- All Professionals at all levels who want to become effective at coaching and motivating others
- HR or Training Staff
- Anyone required to coach or mentor others

### DAILY SCHEDULE

#### DAY 1

##### Practical Motivational Coaching Skills

- Distinguishing between Coaching, Mentoring, and Counselling
- Key Coaching Skills (*diagnostic, techniques, qualities, model*)
- Active Listening
- Questioning Techniques
- Motivational Coaching Skills for Leaders

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- Coaching others

## DAY 2

### The Essential Skills of Communication and Motivation

- Understanding your Personal Communication Style
- Language - *Verbal and Non-verbal (body language)*
- Emotional Intelligence – *an introduction*
- Giving Effective Feedback with Emotional Intelligence (EI)
- Understanding Human Motivation
- Motivating Others to Achieve

## DAY 3

### Mentoring Others in the Workplace

- Coaching & Mentoring - *the differences*
- Mentorship Programs
- Mentoring Relationships - *formal and informal*
- Most Commonly Used Techniques by Mentors
- Practical Career Planning
- Mentoring Younger Staff - *Millennial's*

## DAY 4

### Practical skills for Workplace Counseling

- Workplace Mental Health
- The SOLER Model for Improved Communication
- Developing your Listening Skills
- Questioning Skills
- Limits of Counselling – *duty of care issues*
- Employee Assistance Programming (EAP)

## DAY 5

### Career Coaching and Coaching Yourself

- Understanding your Career Journey
- A Personal Career SWOT Analysis
- Setting Career Goals
- What type of Learning & Development suits you?
- Becoming your Own Coach
- Personal Action Planning

NOTE:

Pre & Post Tests will be conducted

Case Studies, Group Exercises, Group Discussions, Last Day Review & Assessments will be carried out.

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