

Course Description

Coaching and Mentoring for Project Managers AMS117

14 Professional Development Units
14 Education Hours

Overview

Experience tells us that each of us requires feedback and assistance if we are to understand how well we are doing at a given task, set of tasks, or organizational expectations. We also know that people that work with us and for us need that same information and coaching. Knowing how to coach and mentor, especially how to construct effective messages, give and receive feedback, and actively listen, is an art in as much as a science. Knowing how to coach and mentor is a critical competency and one that takes some time to acquire and refine.



This course for executives and leaders includes information regarding the importance of coaching and mentoring, tips for coaches, a look at the communication model, a discussion of listening skills and an opportunity for participants to practice coaching skills.

Learning Objectives

- Understand the elements, benefits and uses of effective coaching and mentoring
- Define an effective coaching activity
- Assess behavior and performance development activities
- Determine targeted coaching/mentoring objectives, set goals and create action plans
- Select the appropriate behavioral change techniques, learning model and self-monitoring strategy
- Understand why effective communication is critical in the process
- Explore elements of the communication model for coaching
- Define and utilize a systematic method for effective, results-based coaching
- Select the appropriate behavioral analysis, measurement techniques, data collection and analysis tools
- Establish a suitable framework for evaluation (ROI, ROE)
- Create a client report card to provide critical feedback

Format

This course is highly interactive and adaptive to participant's interests and needs. A discussion approach is used and is accompanied by individual and team exercises. The coverage is practical but intense and designed to impart usable skills for each participant.

Delivery Options

Duration

1 day/ on-line 2 hours

Who Should Attend

Executives who wish to understand the intricacies of the coaching process would benefit by taking this course.