



# Corporate Coach Group

Training that transforms



## Training Proposal Coaching and Mentoring Training



## **A training plan for your organisation**

### **What is Coaching and Mentoring Training?**

There is a difference between being a coach and being a mentor.

**A coach** is a person who gives personalised training that will improve the learner's skills, knowledge and technique.

**A mentor** is similar to a coach; except that a mentor teaches more by example; by role-modelling; by demonstrating the skills that the learner can then emulate.

To be a coach and a mentor is a privilege and honour.

To be a good coach and mentor requires a high degree of skill.

The purpose of Coaching and Mentoring Training is to teach the skills needed to become an excellent coach and mentor.

### **Coaching and Mentoring Course Objectives**

The objective of this course is to help Mentors and coaches develop skills that will allow them to get the best performance from themselves and others.

Those skills include:

- Develop clear communication
- To be able to use accurate and objective language: Not vague or ambiguous language
- How to use encouragement and praise to keep people motivated to learn more
- How to give negative feedback in a positive way
- Mentors are role models: they demonstrate the standards they hope to inspire in others
- A mentor / coach will often ask questions rather than issue commands
- The Mentor /coach is able to ask intelligent questions that stimulate right answers, (as opposed to giving answers readymade): This is called the Socratic Method
- The Mentor /coach can purposefully build the self-image and confidence of others
- The Mentor /coach understand that people act in accordance with their self-image
- They purposefully build the levels of goal focus, confidence and knowledge, and they thus will produce improved team performance

The training will be designed to achieve the above-stated goals.



**How many people are doing the training?**

Numbers of staff to be trained: To be confirmed.

**When will the training take place?**

To be arranged.

**Where is the training location?**

In-house.

**What is the content of the course?**

The content of the course is set out as follows:

## **Mentoring Training AM**

### **Coaching Mentoring - Introductions**

#### **How do you get the best from yourself and others?**

Develop the following six key mentor - coaching skills:

1. To develop a definite goal focus
2. To communicate, teach and inspire
3. To intelligently build joint plans
4. To confidently manage emotions during conflict or performance issues
5. To self-motivate with a positive mental attitude, especially during tough times
6. To inspire others and create a positive and productive atmosphere in others around you.

#### **To provide clarity of purpose**

1. Clear vision – give the big picture
2. Develop specific Goals
3. Goals setting formula has eight parts.

#### **Goal Setting Formula**

1. Name the goal in general terms. (To be more successful at...)
2. Specify the goal numerically
3. Specify the goal using a word description
4. Decide what are the "key measures" that determines whether you are making progress
5. Identify what additional skills and knowledge you require
6. Identify what material resources you need, (money, tools, equipment)
7. Identify the people who can help
8. Decide what amount of time you need to achieve the goal

#### **Hold yourself to high personal standards- create a "Personal code of conduct."**

To succeed, hold yourself to a higher standard.

What are you going to do differently, that will begin to take you towards your goals?

#### **Positive mental attitude: how attitude affects people**

1. Positive mental attitude. Attitude affects final results because attitudes affect actions.
2. Attitudes can be positive or negative.
3. Positive attitudes (optimism, confidence, desire and enthusiasm) tend to create positive results.
4. Negative attitudes (fear, anger, self-doubt, pessimism) tend to create negative results.
5. How to manage your own emotions. (How to direct your own thoughts to create the best emotional balance).
6. How to create and sustain a positive mental attitude in the minds of others.



## Coaching Training Course PM

### To communicate with clarity and enthusiasm

1. Coaching requires accurate language
2. How to specify your exact meaning
3. Concentrate on what they DO want, not what they don't want
4. Develop the Socratic art of questioning. Socrates was the ancient Greek philosopher who developed a method of teaching that was based on asking questions, which would guide the learner to "discover" the right answer)

### Giving CONSTRUCTIVE criticism

Most people don't like being corrected: So, the good coach is good at giving constructive criticism. Manage their emotions. Proper emotional management requires that you: -

1. Build-up their self-esteem
2. Notice whatever is wrong
3. Show them a better way
4. Use language that is objective and specific, not emotional and inflammatory
5. Know when to negotiate and give ground, and when to stand firm
6. Ten tips for constructive emotional management

### The importance of praise and "positive reinforcement".

People need to hear praise, supportive comments, appreciation and positive reinforcement

The good coach encourages others by giving plenty of praise. They motivate the learner by making the learner feel they are making good progress and that their ultimate success is assured.

### Notes on the proper use of praise.

1. Reinforce correct actions
2. Timing is important. Give immediate praise
3. The praise should be specific
4. The praise should be used as evidence of positive personality traits
5. The praise can be accompanied by a request for more of the same.

### Summary and close



**The training is designed to comply exactly with your requirements:**

Your organisation shall provide a fully equipped classroom for the entire duration of the training course

Corporate Coach Training shall prepare and supply all the course and teaching materials for the participants. – **Yes**

The expected number of your organisations participants per course is to be confirmed. -**Yes**

Corporate Coach Training shall make its own travel and accommodation arrangements. - **Yes**

Corporate Coach Training shall provide a detailed course proposal to meet the YOUR ORGANISATION requirements as stated - **Yes**

The proposed course structure shall clearly outline what topics would be covered on each day. -**Yes**

## **The method of training is as follows:**

### **The training is to be:**

- Delivered in an enthusiastic and interesting way that will involve all the delegates.
- Whilst being consistent with the plan, the training must be flexible and responsive to the needs of the individual delegate group.
- Highly practical, structured and organized.

### **The training method follows this general pattern:**

1. The trainer, gives a clear explanation of the point in question.
2. Then the trainer will demonstrate the principle and gives specific examples.
3. Then, the delegates practice by doing an exercise with each other
4. The delegates practice by doing exercise with the trainer.
5. All points are supported with full written notes to take away.
6. Delegates are asked to write down an associated action, for each point made.
7. (At the end of the day, we have about twenty such actions, from which the delegates choose six which are the most personally meaningful).

**What are the costs / investments?**

**In-house course**

Daily rate is £1,950 + VAT for up to 20 delegates.

Plus £80 for each additional delegate over 20.

Plus, hotel accommodation for trainer if needed (*Premier inn type: not the Hilton!*)

**The training days are inclusive of:**

- Full days training
- Full course notes
- Written action plan to take away
- Access to our post course portal
- Plus, three months' FREE telephone coaching to answer any on-going questions

**Plus, free telephone coaching!**

To answer any on-going questions, you will also receive email and telephone support from your trainer after you have attended the course.

**We suggest the following plan of action:**

You please send to me:

1. Any amendments or changes you wish to make to the programme.
2. Your thoughts
3. The plan of action

**Thank you**

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**A word from our previous delegates...**

For feedback, video testimonials and list of companies that have benefited from our training programmes please [follow this link](#)