COACHING AND MENTORING TEAM MEMBERS

Course Code: 2984

Learn about what makes a great coach, how to structure a coaching session, and the keys to formal mentoring in the workplace.

Coaching and mentoring can help your team members improve on-the-job performance and develop into your organization’s leaders of tomorrow. Coaching can also help bring underperformers’ work up to standard. This short course will explain the difference between coaching and mentoring and outline the basics of both. You’ll learn about what makes a great coach, how to structure a coaching session, and the keys to formal mentoring in the workplace.

Virtual short courses do not include materials or headsets.

PMP is a registered mark of the Project Management Institute, Inc.

What You’ll Learn

- Difference between coaching and mentoring
- What makes a successful coach
- Set goals for coaching
- Structure a coaching session
- Coach underperformers
- Characteristics of great mentors
- What mentees need to do to succeed

Who Needs to Attend

Project Management Professional (PMP)®-certified project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, program managers, project sponsors, and project team members who want to continue to develop their skills and renew their PMP® certification.
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**VIRTUAL CLASSROOM LIVE**

- $200 USD
- 1 day

Virtual Classroom Live Outline

1. Introduction
   - Difference Between Coaching and Mentoring

2. Coaching
   - What Does a Coach Do?
   - Characteristics of Good Coaches
   - Preparing for and Structuring the Coaching Session
   - Coaching Dos and Don'ts

3. Mentoring
   - Keys to Formal Mentoring in the Workplace
   - Matching Mentors and Mentees
   - What Makes an Effective Mentor?
   - What Does a Mentee Need to Contribute?

4. Questioning and Listening Skills

5. Other Issues
   - Coaching and Mentoring Your Team Members
   - Hostile Students
   - Motivators

Mar 13 - 13, 2020 | 9:00 - 11:00 AM EST

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.

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