



MSPD

CONSULTING . CORPORATE TRAINING . PERSONNEL

Make your Dreams Come True

2016/17 Course Outline

MSPD Skills Development Programme

Mentoring and coaching management (3 days)

Unit Standards 252035 NQF level-5, 8-credits

Course Outline

- i. Use coaching to develop their team
 - ii. Develop the coaching skills that help improve individual performance
 - iii. Demonstrate the behaviors and practices of an effective coach
 - iv. Recognize employees' strengths and give them the feedback they need to succeed
 - v. Identify employee problems and ways you can help to correct them
 - vi. How to analyse and conduct the job profile and to determine the key performance areas for the first line management position
 - vii. Liaison with the recruitment function of the entity is undertaken to ensure understanding of the requirements of the position
 - viii. Learn techniques used to arrive at a short list of the candidates who applied for the position
 - ix. Learn a coaching plan and schedule according to identified priorities in a unit.
- Learn how to Monitor and measure the results of coaching sessions.