

Introduction

Addressing the common skill gap of Coaching and Mentoring for Supervisors and Managers is a concern for numerous employers, especially those with a significant cohort of experienced and senior employees who have progressed within the organisation. Additionally, it is essential to recognise that numerous supervisors, managers, and experienced technical professionals who undertake roles of mentors and coaches often lack the essential skills, knowledge, and capabilities required to engage and help both existing and new employees in maximising the benefits of mentoring and coaching.

Course Objective

This experiential workshop will prepare and provide supervisors and managers with the principles, processes, and practices in doing an effective mentoring and coaching methodologies — that will help them develop the necessary competencies in helping their subordinates cope with job expectations.

Methodology

Knowledge transfer through trainer led delivery, group discussions and role plays. Benefit from a wide range of curated resources and content, which include guide tables and checklist, a simple and easily applicable development plan, goal setting, feedback, follow-up structure and guide.

Course Content

- ❖ Mentoring and coaching as effective workplace learning approaches
- ❖ Key concepts and differentiating between mentoring and coaching
- ❖ How to conduct an effective on-boarding session
- ❖ Coaching leadership styles
- ❖ Understand how coaching can be used to develop your team
- ❖ Feedback and follow up session

Key Learning Outcomes:

- ❖ Describe key workplace learning approaches
- ❖ Differentiate mentoring and coaching
- ❖ Conduct an on-boarding session effectively
- ❖ Explain various leadership coaching styles
- ❖ Explain how coaching can be used to develop your team
- ❖ Identify employee problems and ways you can help to correct them
- ❖ Provide feedback and follow up session



Target Audience

Ideal for any industry and organisation with staff who are experts or professionals dealing with technical and/or legacy systems, including supervisory or management staff who need to coach and mentor HiPo/key workers, or new employees. It is also ideal when engaging interns or the multigenerational workforce. Ideal also for companies with senior and technical experts who are approaching reemployment or retiring over the next 1 or 2 years, as well, as for Unions & Union Leaders.

Trainer: Dr. Tommy Tan



Dr. Tommy Tan stands as an Omnipreneur, epitomising extensive experience and notable achievements within the realm of workforce sustainability and leadership.

Accumulating more than two decades of leadership proficiency in the Asian region, he garners the status of a seasoned HR connoisseur, specializing in the domains of leadership evolution and adept team administration. Anchored by a robust educational framework and widespread hands-on acumen, he has ascended to the echelons of preeminence as a venerated authority in nurturing effective talent management and cultivating enriching learning milieus within corporate landscapes. With a solid scholarly foundation, he is dedicated to coaching and mentoring for both individuals and organisations.

	1-day course (company / self-sponsored trainees)	1-day course + 6 weeks mentorship project (only company sponsored trainees)
Full course Fee	\$250.00	\$250.00
GST 9% (based of full fee)	\$22.50	\$22.50
e2i Training Grant for Singaporeans and PRs only	-\$120.00	-\$175.00
Nett Payable	\$152.50	\$97.50

Date (2024) : 5 Mar / 12 Apr / 10 May

Duration : 1 day, 9am to 6pm (8 hours)

Venue : SNEF @ Paya Lebar Square or to be advised upon course confirmation

CLICK HERE TO DOWNLOAD REGISTRATION FORM