Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Home Office

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

229,00 €

PRICE INCL. VAT

281,67 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Coaching and Mentoring at the Workplace

Clear overview of course topics, training scope and key information.

A practically focused course that will guide you step by step through the process of mentoring and coaching at the workplace that makes sense. You will learn "Who" can mentor/coach, "Whom" it is possible to mentor/coach, "How" to do it effectively so that the potential of employees is truly developed into the desired performance ("Goal"). By comparing both approaches, it will be easier for you to decide whether to use mentoring methods, coaching methods, or use elements of both approaches when leading employees.

COURSE CONTENT

01 **Personality Psychology - Our Difference in Accepting and Applying Knowledge in Practice**

Personality of the coach/mentor Personality of the coached/mentored person Development of the ability to reveal a person's potential needed for work performance

02 **Situations and People Suitable for Coaching and Mentoring**

03 **Preparation and Course of a Coaching and Mentoring Meeting**

Key steps Suitable methods Building the content of a coaching/mentoring meeting Analysis and evaluation of coaching/mentoring results Setting the next employee development strategy

04 **Practice of a Coaching and Mentoring Conversation**

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/coaching-and-mentoring-at-the-workplace