



Coaching & Mentoring Masterclass 2020

23-24 April 2020, Aviator Hotel OR Tambo Airport, Johannesburg

The Coaching & Mentoring training is designed to give leaders and managers distilled knowledge, tools and practical experience to develop and unlock the potential of their team.

Training Take Aways:

- Explore the values and attitudes necessary for Coaching & Mentoring
- Identify the need for Coaching & Mentoring in an organization
 - Unpack the business case for Mentoring & Coaching
 - Discover Return on Investment in Coaching & Mentoring
 - Understand financial implications of the process
- Design an organizational Coaching & Mentoring program
- Develop a plan for individual Coaching & Mentoring within a team environment
 - Navigate ethical and legal considerations of the process
- Prepare strategies around Cross cultural Coaching & Mentoring



The training will be facilitated by renowned HR Professional **Yusuf Mahomedy**. Yusuf was the recipient of the HR Strategic Leadership Award at the World HRD Congress in 2011.



info@skillingsa.co.za



010 312 5722



www.skillingsa.co.za



083 748 8883

Researched & Developed
By:



“Effecting Coaching & Mentoring to drive Innovation”

Facilitator: Yusuf Mahomedy (CEO- AENSA)

The **Coaching & Mentoring Masterclass** is designed to give leaders and managers, distilled knowledge, tools and practical experience to develop and unlock the potential of their team.

09:00: Beginning of Master class

10:30: Tea Break

13:00-14:00: Networking Luncheon

15:00: Afternoon Tea Break

16:00: Questions, Discussions

16:00: End of Day 1

Day 1- 23 April 2020

09:00: Beginning of Master Class

Session 1: Introduction- Rediscover coaching and mentoring

While coaching and mentoring have been around for several years, in this session you will rediscover it through a new lens, personally and professionally.

- Coaching and mentoring in the 21st century
- Understand the purpose, meaning and differences between coaching and mentoring

Session 2 : Unpack the business case for coaching and mentoring

Win the support of management for coaching and mentoring in the organization. Effective coaching and mentoring drives organizational objectives, boosts employees, gets results and delivers a return on investment.

- Business strategy, HR strategy and employee development
- Identifying the need for coaching and mentoring in the organization
- Translate coaching and mentoring into business benefits
- Budgeting and returns (financial and non-financial)
- Making it easy for stakeholders to approve a coaching and mentoring programme

Session 3 : Design an organizational coaching and mentoring programme

Consciously create a programme that practically works for different stakeholders (leaders, managers, HR and staff) in the context of your business and culture. Overcome the pitfalls that derail coaching and mentoring programme.

- Organizational coaching and mentoring programme
- Co-creating the programme for superior quality and outcomes
- Selecting coaches/mentors and staff for the coaching and mentoring programme
- Consideration of internal and external coaches/mentors on the programme
- Communicating the programme (pre-launch, launch and post-launch)
- Pitfalls, refinements and enhancing the programme

Session 4 : Mentoring Lab

Participate in a practical session, where you will be the mentor or mentee. Using simple, yet powerful techniques, you will grow professionally in this experience.

Day 2: 24 April 2020

09:00: Beginning of Masterclass

10:30: Tea Break

13:00-14:00: Networking Luncheon

15:00: Questions, Discussions, Certificates

15:00: End of Masterclass, Issuing Of Certificates

Session 5: Delivering coaching and mentoring, offline and online

Learn how to deliver coaching and mentoring, rapidly, cost-effectively and impactful, for departments, teams and individuals. Leverage powerful tools to deliver your programmes.

- Delivery in a cross-cultural, multigenerational and disperse workforce
- Coaching and mentoring for success
- Common models and approaches (Wheel of life, Star, Grow, Johari Window)
- Creating a mutually beneficial experience offline and online
- Upskilling coaches/mentors and staff to effectively use technology
- Troubleshoot delivery challenges

Session 6: Navigate ethical and legal considerations

In the course of coaching or mentoring, ethical and legal issues can arise, for the organization or the individual. Identify key risks in coaching and mentoring and take measures to minimize them. Skillfully resolve workplace challenges, related to coaching and mentoring.

- Foundation of coaching/mentoring relationship
- Prepare a watertight coaching/mentoring contract
- Resolving ethical/legal issues in context of existing HR policies and process
- Professionalism, confidentiality and conflict of interest
- Coaching and mentoring of high/poor performers

Session 7: Monitoring, evaluation and reporting

Learn how to monitor, evaluate and report on coaching and mentoring, for different stakeholders and workplace situations.

- The role of monitoring, evaluation and reporting
- Coaching and mentoring forums
- Providing support to coach/mentor and staff and taking corrective action
- Impactful reporting and case studies from the programme

Session 8: Coaching – participate in a practical session

Participate in a practical session, where you will be the coach or coachee. Using simple, yet powerful techniques, you will grow professionally in this experience.

About the Conference Researchers & Organisers

SkillingSA is a Research and Conferencing organisation. We research topical trends in government and business circles. Our findings inform the rich content of our Conferences and Seminars.

We pride ourselves with two things:

Our events present very topical issues, Hot topics!

Our presenters are knowledgeable and qualified in the subject area!

Tel 087 700 4856,

info@skillingsa.co.za,

www.skillingsa.co.za

fax 086 547 3937

COACHING & MENTORING MASTERCLASS 2020

23-24 APRIL 2020, AVIATOR HOTEL OR TAMBO AIRPORT , JOHANNESBURG

REGISTRATION FORM

Registration Fees

2 Day Training, ZAR 8 999.00

This fee does NOT include accommodation

DELEGATE NOMINATIONS

1. Mr./Ms./Mrs./Dr:
Email:.....
Tel: Cell:
2. Mr./Ms./Mrs./Dr:
Email:.....
Tel: Cell:
3. Mr./ Ms./Mrs./Dr:
Email:.....
Tel: Cell:
4. Mr./Ms./Mrs./Dr:
Email:.....
Tel: Cell:
5. Mr./Ms./Mrs./Dr:
Email:.....
Tel: Cell:

DELEGATE APPROVAL (PLEASE REGISTER ME/US)

Signatory must be authorized to sign on behalf of contracting organization

Name:
Position:
Organisation:
VAT:..... Tel:
Invoice Address:
Signature:..... Order No (Optional) :
Date :

This booking form is invalid without a signature

BANKING DETAILS

Account Name: SkillingSA (PTY) Ltd
Bank: FNB, The Glen Branch
Branch Code: 259605, Account No: 62726914684

How to Register

Registration can only be done by completing THIS registration form and faxing to: 086 547 3937 or by e-mail to info@skillingsa.co.za

Do note: No booking will be accepted or invoice issued until the duly completed registration form is received!

TERMS AND CONDITIONS

Accepted applications to attend the SkillingSA training course ("Event") are in every case subject to these terms and conditions:

Payment Terms – Payment is due in full upon completion and return of the registration form. Due to limited conference space we advise early registration and payment to avoid disappointment. Admission to the conference will be refused if payment has not been received.

Orders from Public institutions will be accepted.

Delegate Cancellations – must be received by **SkillingSA** in writing and must be addressed to the Customer Services Manager at info@skillingsa.co.za

Cancellations received 10 working days before Event start-date, entitle the cancelling delegate to a full credit of amounts (credit to attend future event – not refund monies) paid to date of cancellation which may only be redeemed against the cost of any future **SkillingSA** Event, within one year from date of such cancellation;

Any cancellations received less than 10 working days before the Event start-date, do not entitle the cancelling delegate to any refund or credit note and the full fee must be paid;

Nonattendance without written cancellation, the Customer Services Manager, is treated as a cancellation with no entitlement to any refund or credit.

Speaker Changes – Occasionally it is necessary for reasons beyond our control to alter the content and timing of the program or the identity of the speakers.

If SkillingSA cancels an Event, delegate payments at the date of cancellation will be credited to a SkillingSA Event (such credit is available for up to one year from the date of cancellation). If **SkillingSA** postpones an Event, delegate payments at the postponement date will be credited towards the rescheduled Event. If the delegate is unable to attend the rescheduled Event, the delegate will receive a full credit of amounts paid up to the date of postponement which may only be redeemed against the cost of any future **SkillingSA** Event (and such credit will be available for one year from the date of postponement). No cash refunds whatsoever are available for cancellations or postponements.

Warranty of Authority – The signatory warrants that he/she has the authority to sign this Application and agrees to be personally liable to **SkillingSA** for payments falling due pursuant thereto should such warranty be breached