



**Workshop on Coaching and Mentoring:**  
*(Enhancing Employees Productivity through Engagement)*

March 18 – 22, 2024, 1<sup>st</sup> Run: Lagos & Port Harcourt

October 28 – Nov. 1, 2024, 2<sup>nd</sup> Run: Lagos & Abuja

For Tutor -Led Class: 9am – 4:30pm

**Workshop fee: N250, 000 per Participant**

For online: Delivery via Zoom

Online course fee: N200, 000 per Participant

**Available for In-plant Training**

**500 U\$D for foreign  
Participants**

**Program Overview:**

Organizations with strong coaching and mentoring culture have more engaged employees. Increased employee engagement produces many positive organizational outcomes, including decreased absenteeism, lower turnover and higher productivity. Managers play an important role in determining the level of employee engagement in their organization. Managers who use coaching and mentoring skills in their interactions with subordinates helps improve engagement by focusing on employees' strength, help them set goals and support them at all levels in order to grow their skills, enhance their value to the organization.

**For whom:**

The program is designed for supervisors, managers and executives where implementing coaching and mentoring competencies are required to cultivate and improve performance and talent at each hierarchical level of the organization.

**Learning objectives:**

At the end of the course, participants will be able to:

- \* define and explain what coaching and mentoring is and why it's important;
- \* learn strong, professional coaching and mentoring skills;
- \* know the system of designing an Alliance;
- \* know the Power of the ABC's of Coaching;
- \* know how to champion, guide, navigate, motivate, hold accountable the coach” and what the difference is between championing, guiding, etc.;
- \* learn the 3 levels of Co-Active Listening;
- \* know what mentoring is and Isn't;
- \* recognize a coaching and mentoring agenda and set up coaching and mentoring sessions; and
- \* apply professional coaching and mentoring skills for success every time

**Course Outline:**

**DAY 1 – “Amazing Alliances”**

- The art of building a successful coaching alliance
- The ABC's of successful coaching and “always be curious/always be connecting”
- Identifying the coaching agenda and how to stick to it every time
- The 4 Pillars of co-active coaching
- The GROW model and the difference between Co-Active and GROW

## **DAY 2 – How Coaching and Mentoring Actually Works**

- The coach as partner: working with others to achieve the success they desire
- The process of coaching
- How to prepare for each session. What must both parties do?
- What happens during each coaching session?
- The role of the coach – pointing out perspectives the coachee hasn't considered and your role of 'auditor'
- How to offer advice and help the coachee to plan their next steps: help them to make better decisions, set the right goals and balance their commitments.

## **DAY 3 – Coaching in Practice**

- Determining what the coach expects and what the coachee should expect from the coach
- Coaching coaches and implementing coaching as an organizationally policy
- How to hold employees responsible and accountable and get their commitment to coaching
- Developing coaching communication skills
- Building empathy and responding effectively to coachee issues

## **DAY 4 - Mentoring in Practice**

- What is mentorship? Who should be mentored? How does it differ from coaching?
- Determining what the mentor expects and what the mentee should expect from the mentor
- How to hold employees responsible and accountable, and get their commitment to mentoring
- Developing mentoring communication skills
- Responding effectively to mentee issues

## **DAY 5 – Implementing Coaching and Mentoring Policies and Processes**

- Coaching coaches and implementing coaching as an organizationally policy
- Format of policies, processes, and organizational communication in the launch of coaching and mentoring in the organization
- Final tips for implementing coaching and mentoring across
- Defining the manager and coachee 'confidential' relationship
- Initiating and terminating the coaching/mentoring agreement

### **LOCATIONS**

1 - HCA Learning Centre. Acme House 2nd Floor, 23, Acme Road, Ogba, Industrial Scheme, Ikeja, Lagos, Nigeria

2 - Green-Minds Hotel, Plot 764, Cadastral Zone B05, E. Ekukinam Street, Utako District, Abuja

3 – Pakiri hotel Ltd., 4 Okwuruola Street, off Stadium Road, Rumuola, Port Harcourt, Rivers State.

**Open Course Fee: N250, 000**  
In-plant Fee Negotiable

### **WORKSHOP FEE:**

**N250, 000 per participant, VAT –N18, 750**

Note: this covers Workshop Fee, Tea/coffee break, Lunch, course materials and certificate of attendance.

Payment should be made into our Accounts:

Account Name: Human Capital Associates Global Consult Ltd.

Union Bank of Nig. PLC: Account No: 0097961537

First Bank of Nig. PLC: Account No: 2033683960

Keystone Bank Ltd.: Account No: 1007150325

**For Booking / Enquiry, Call: 234-8051365946, 234-7087578814**  
**24/7 Lines: 234-8068933608, 234-8029170491, 234-8145745664,**  
**& 234-9112830607**

## **Training Methodology**

Lectures, discussions, exercises, case studies, audio-visual aids will be used to reinforce these teaching/learning methods.