

## MENTORING & COACHING

### Overview

This practical three day programme is designed to develop the capability of the participants to be able to apply a mentoring and coaching framework with associated models and tools, and to be able to engage in a mentoring or coaching process that leads to a desired outcome with a mentee or coachee around a change in behaviour or performance.

### Duration

Three days

### Outline

The following topics are covered on the Mentoring & Coaching Programme:

1. A framework for mentoring and coaching
2. The key steps to follow in coaching for performance
3. The key steps to follow in coaching or mentoring for potential
4. Development of a mentoring or coaching charter
5. Tools for engaging in effective assessment
6. Techniques for setting meaningful challenges
7. Understanding the support role required of the mentor or coach
8. Selection and matching of clients to mentors and coaches
9. Preparing a mentoring or coaching proposal for a client
10. Monitoring and reporting on progress
11. Managing confidentiality

### Approach

The programme is delivered by experienced facilitators who are also practising mentors and coaches. Assessment tools, cases, video-based studies, and other topical references are used on this applied and practical programme.

### Outcomes

On completion of this programme, the participant will be better equipped to:

1. Prepare a mentoring or coaching charter, addressing the key elements of the mentoring or coaching cycle and process
2. Diagnose potential challenge or growth areas for an individual and recommend possible course of action
3. Engage in a mentoring or coaching conversation with specific individuals within an organisation that leads to development and growth
4. Prepare a mentoring or coaching proposal for a client

## **Why IC Growth Group**

The IC Growth Group has been providing executive development programmes for over a decade, in association with leading business schools. All IC Growth Group programmes include the best of business school teaching and thinking, and go further in customisation and relationship management, with options for related strategic insights research and change interventions. IC Growth Group short programmes, with business school partnerships, offer certificates of attendance on completion. Further, delegates who wish to obtain a university-issued certificate of competence on this topic can do so by successfully completing an assignment set by the lecturers after the programme.

## **Lecturers & Facilitators**

The IC Growth Group has a highly experienced and expert faculty, all of whom are seasoned business school educators, researchers and professional consultants. Please visit our website, at [www.icgrowth.co.za](http://www.icgrowth.co.za) to view the CV summaries of our Forum of lecturers and facilitators.

The Mentoring & Coaching Programme is devised and led by IC Growth Group Faculty. Variations of this programme have been offered around the world to great acclaim.

## **Business School Accreditation**

Upon approval, certificates of attendance from Rhodes Business School, Rhodes University, are offered to all those completing this programme. The programme is delivered at NQF Level 6.

## **Certificate of Competence Option**

Rhodes Business School also offers the option for delegates to obtain a certificate of competence for this programme, on completion of a written assignment that receives a passing assessment by the lecturer, following the attendance of the programme.

## **Programme Pricing 2012**

### Open programme

If this programme is offered as an open programme, where delegates may enrol from more than one organisation, the following fees apply (open programmes only run with a minimum of 12 delegates enrolled):

Single enrolment: R10,500

Two or more enrolments from 1 organisation: R10,000 / delegate

*The fee includes catering during the programme and course-packs and materials.*

### In-company

If this programme is run for your organisation on an in-company basis, the following fees apply (excluding VAT):

For the first 10 delegates – R95,000

For additional delegates from 11 to 15: R7,500 per delegate

For additional delegates from 16 to 20: R7,000 per delegate

For additional delegates from 21 to 35: R6,500 per delegate

A maximum of 35 delegates is advised for this programme.

*The programme fee includes an allowance for some customisation of the programme to address organisation needs and circumstances. The fee also includes the cost of course-packs and materials.*

*The organisation is responsible for the venue, equipment, catering, and travel and accommodation for out of town lecturers.*

## **IC Growth Group Workshop Option**

Should you be interested in running a workshop or consulting intervention for your organisation on the topics covered in this programme, please ask us about our competitive pricing to customise an approach that addresses your specific needs. University certificates are not issued with the workshop option, unless it runs as an in-company programme, as defined above

## Open Programme Application Form

Please complete an application form for each individual delegate. For in-company programmes, please contact us using the contact details below.

### Short Course/Public Programme Application

Surname :

Names (Full Names) :

Title :

### Personal Details

Gender :

Home Language :

SA Identity Number/ Passport No :

Address :

Postal Address :

Contact Number/s :

Email Address :

I hereby certify that the information provided in this contract is accurate and complete in all respects. I will ensure that payment in full is made before the commencement of the programme. Please fax/email application & proof of payment to 021 465 5722/ Shariefa@infochoice.co.za

Signature of Applicant

Date Signed.

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## Contact us

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