

COURSE BROCHURE

# Coaching & Mentoring Skills for Leaders

Professional Training Course

Skillslab Training Provider

Skills for Tomorrow's World 



## Course Description

### Introduction

Coaching & Mentoring Skills for Leaders is a premium executive training course designed to help leaders develop people, unlock performance potential, strengthen workplace capability, and build a culture of continuous learning and accountability. In government entities, ministries, public sector organizations, and large corporations, leaders are increasingly expected not only to manage tasks but also to guide talent, support professional growth, improve team performance, and prepare future leaders for greater responsibility.

This coaching and mentoring skills training program provides participants with practical leadership tools to conduct meaningful development conversations, ask powerful questions, provide constructive feedback, support performance improvement, and build trust-based relationships with employees and teams. The course is especially valuable for executives, managers, supervisors, team leaders, human resources professionals, and public sector leaders who are responsible for developing people, improving engagement, and strengthening organizational capability.

The executive-level value of this course lies in transforming leadership from direction-based management into people-centered performance development. Participants will learn how to use coaching and mentoring techniques to improve employee motivation, build confidence, address performance gaps, transfer knowledge, and support succession planning. For organizations, the course contributes to stronger leadership pipelines, improved employee retention, higher productivity, better team performance, and a more resilient workplace culture aligned with strategic goals.

### Course Objectives

By the end of this course, participants will be able to:

- Understand the role of coaching and mentoring in modern leadership and organizational performance.
- Differentiate between coaching, mentoring, managing, advising, and giving feedback.
- Conduct structured coaching conversations that support clarity, ownership, and action.
- Apply mentoring techniques to transfer knowledge, experience, and professional insight.
- Use active listening and powerful questioning to encourage reflection and problem solving.

- Create practical action plans for applying coaching and mentoring skills in the workplace.

## **Course Content (5-Day Training Outline)**

### **Day 1: Foundations of Coaching and Mentoring Leadership**

- Understanding coaching and mentoring as strategic leadership capabilities.
- The role of people development in government, public sector, and corporate performance.
- Differences between coaching, mentoring, directing, advising, and supervising.
- How coaching and mentoring improve engagement, accountability, and talent development.
- Key qualities of effective leader-coaches and mentors.
- Building trust, credibility, and psychological safety in development conversations.
- Recognizing opportunities for coaching and mentoring in daily leadership situations.
- Practical exercises on leadership style, development mindset, and relationship readiness.

### **Day 2: Coaching Conversations and Performance Development**

- Structuring effective coaching conversations for clarity and results.
- Helping employees define challenges, goals, options, and next steps.
- Using powerful questions to stimulate ownership and deeper thinking.
- Applying active listening to understand needs, barriers, and motivation.
- Supporting employees without taking over responsibility.
- Encouraging accountability through practical commitments and follow-up.
- Coaching for performance improvement, confidence, and behavioral change.
- Role plays on workplace coaching conversations and performance support.

### **Day 3: Mentoring Skills and Knowledge Transfer**

- Understanding mentoring as a tool for capability building and professional growth.
- Establishing clear expectations in mentoring relationships.
- Sharing experience, insight, and guidance without creating dependency.
- Supporting career development, leadership readiness, and professional confidence.
- Helping mentees navigate organizational culture, relationships, and decision-making.
- Transferring institutional knowledge and practical expertise effectively.

- Providing feedback that is clear, respectful, and performance-focused.
- Giving positive feedback that reinforces strengths and desired behaviors.
- Addressing performance gaps without blame or defensiveness.
- Managing resistance, excuses, low motivation, and emotional reactions.
- Coaching employees through mistakes, setbacks, and workplace pressure.
- Supporting difficult personalities and challenging development situations.
- Building motivation through recognition, purpose, progress, and accountability.
- Simulated scenarios on feedback, difficult conversations, and motivation challenges.

### **Day 5: Building a Coaching Culture and Workplace Implementation**

- Integrating coaching and mentoring into daily leadership practice.
- Building a workplace culture that supports learning, growth, and accountability.
- Coaching teams, not only individuals, for stronger collaboration and performance.
- Supporting succession planning, talent development, and leadership pipelines.
- Measuring progress in coaching and mentoring relationships.
- Applying course tools to real workplace leadership challenges.
- Developing a personal coaching and mentoring action plan.
- Final practical exercises, feedback, and workplace implementation planning.

### **Target Audience**

This course is designed for leaders and professionals who are responsible for developing people, improving performance, strengthening engagement, and supporting professional growth, including:

- Executives, directors, senior managers, and department heads.
- Government officials and public sector leaders.
- Ministry professionals and administrative leaders.
- Managers, supervisors, and team leaders.
- Human resources and organizational development professionals.
- Learning and development specialists.
- Project managers and program managers.
- Talent development and succession planning professionals.
- Coaches, mentors, advisors, and internal consultants.

participate in discussions, coaching practice, mentoring exercises, role plays, feedback activities, and personal reflection. No technical background is required. The course is suitable for experienced leaders as well as emerging managers who want to strengthen their ability to develop people, improve performance, and lead through trust, guidance, and constructive dialogue.

### **Training Methodology**

The training methodology combines executive-level instruction with practical application, interactive exercises, leadership scenarios, and guided reflection. The course is designed to help participants move beyond theoretical understanding and apply coaching and mentoring techniques directly to workplace conversations, team development, performance improvement, and talent growth.

The methodology includes:

- Interactive lectures and facilitated discussions.
- Practical coaching and mentoring exercises.
- Role plays for performance conversations and development discussions.
- Case studies from government, public sector, and corporate environments.
- Active listening and questioning practice.
- Feedback and motivation simulations.
- Group activities on talent development and coaching culture.
- Personal action planning for workplace implementation.

### **Learning Outcomes**

Upon successful completion of the course, participants will be able to:

- Apply coaching and mentoring skills confidently in leadership situations.
- Conduct development conversations that encourage ownership, reflection, and action.
- Use active listening and powerful questioning to improve employee thinking and performance.
- Provide feedback that strengthens motivation, accountability, and professional growth.
- Support employees in overcoming challenges, improving performance, and developing confidence.
- Transfer knowledge and experience through effective mentoring conversations.
- Build stronger trust-based relationships with team members and colleagues.
- Contribute to employee engagement, retention, and talent development.

The course will be delivered by an internationally certified expert with extensive practical and consulting experience. The instructor brings deep expertise in coaching, mentoring, leadership development, talent management, performance improvement, employee engagement, workplace communication, and organizational effectiveness. The training approach combines global best practices with practical insights gained from working with government entities, public sector organizations, large corporations, and executive professionals.

# Contact Us

For registration inquiries, upcoming dates, or group pricing, please contact us:

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