Coaching and Mentoring

3 Day Training Course

NQF Alignment:

NQF Level 8

This NQF level eight (8) alignment short course covers knowledge of a formal postgraduate programme, approved and quality controlled as required by the South African Qualification Authority (SAQA) and the Higher Education Qualification Committee (HEQC).

Course can be delivered as in- house courses, starting with a minimum of 8 participants with catering and venue included in the costs (Vat Inc.).

This course can also be customized to the training needs/specification of the client with relevant sector specific case studies.

The Coaching and Mentoring (3 Day Training Course) Short Course is certified by Stellenbosch University. Upon completion of this course, participants receive a Stellenbosch University Certificate of Completion/Competence.

Facilitator & Assessor

Ms Deyana Isaacs

Stellenbosch

UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

SPL

School of Public Leadership
iSikolo sobuNkokheli boLuntu
Skool vir Publieke Leierskap

TARGET GROUP

All senior and middle managers of national, provincial and local government departments and public sector organisations and institutions.

DELIVERY MODE

➢ Face to face
➢ Online
➢ Blended: Ms Teams/Zoom & OR face to Face - Scheduled learning which combines one or more face-to-face study block(s) with one (or more) remote study blocks.

COURSE STRUCTURE

The methodology utilised in the presentation of this course will be based primarily on adult learning principles that include:

1. Facilitation and lectures combined with discussion groups;
2. A greater involvement of the learners within the learning process by making use of inter-active training exercises, case-studies, role plays and group-work;
3. The integration of the prior learning and experiences of participants within the learning process; and
4. A specific emphasis on personal development and growth through quality learning experiences.

OBJECTIVES OF THE COURSE & OUTCOMES

The overarching objective of this course is to provide participants with strategies to deal with, and manage coaching and mentoring within the context of public sector organisations:

The outline and learning outcomes for this four (4) day training programme are as follows:

1. Methods and styles of coaching to improve individual performance;
2. The relationship between coaching and mentoring and other performance management techniques;
3. The coaching process and skills;
4. Defining mentoring and the mentoring role;
5. Identifying potential mentors and matching the partners;
6. Using skills tools and techniques for successful implementation;
7. The life-cycle of the coaching and mentoring relationship;
8. Dealing with potential problems faced by the coach or mentor;
9. Skills, tools and models to enhance each phase of coaching and mentoring;
10. Coaching and mentoring – a link to personal leadership and an integrated approach to people development;
11. Coaching and mentoring vs. management - the difference; and
12. Monitoring the process of coaching and mentoring for success.

ASSESSMENTS

Assessment methods information

The performance of participants wishing to gain a Certificate of Competence will be assessed by means of:

1. An open book class-based invigilated individual test on coaching and mentoring tools and techniques written during the contact session (weight: 40%); and
2. An individual post-course coaching and mentoring portfolio assignment to be submitted three months after the contact session (weight: 60%).

(The average mark to be achieved for an individual to pass the course is 50%.)

Assessment criteria information

Each participant must, through the assessments, provide proof that he / she has acquired a satisfactory level of knowledge of coaching and mentoring theory and applications and the ability to apply the skills and techniques in the work situation. For successful completion, the subminimum for each assessment method applied is 50% and the average for all assessments must be a minimum of 50%

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