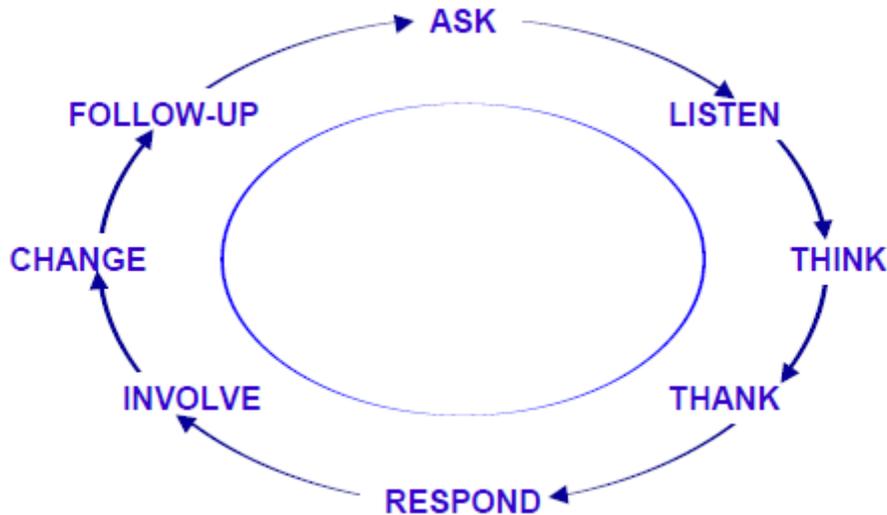


Coaching & Mentoring

Workshop Duration: 2-Days [Schedule: 9:15-10:45AM / 11-1PM / 1:45-3:15PM / 3:30-5:30PM]

Workshop Outline



THE NO-FAULT TURN	THE STRENGTHS-BUILDING TURN
<p>Step 1: STORY LISTENING</p> <ol style="list-style-type: none"> 1. <i>Initiate</i> <ol style="list-style-type: none"> i. Establishing rapport ii. Appreciative questions iii. Attentive listening 2. <i>Elaborate</i> <ol style="list-style-type: none"> iv. Exploring stories 	<p>Step 3: APPRECIATIVE INQUIRY</p> <ol style="list-style-type: none"> 4. <i>Appreciate</i> <ol style="list-style-type: none"> viii. Discovering strengths ix. Observing vitalities 5. <i>Extrapolate</i> <ol style="list-style-type: none"> x. Framing aspirations xi. Inviting possibilities
<p>Step 2: EXPRESSING EMPATHY</p> <ol style="list-style-type: none"> 3. <i>Validate</i> <ol style="list-style-type: none"> v. Offering reflections vi. Celebrating progress vii. Clarifying focus in the learning brief 	<p>Step 4: DESIGN THINKING</p> <ol style="list-style-type: none"> 6. <i>Innovate</i> <ol style="list-style-type: none"> xii. Brainstorming ideas 7. <i>Deliberate</i> <ol style="list-style-type: none"> xiii. Designing experiments xiv. Aligning environments 8. <i>Activate</i> <ol style="list-style-type: none"> xv. Confirming commitment xvi. Session feedback

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1. Coaching Vs Mentoring

- a. Similarities & Differences
- b. How To Ensure `Mentoring Made Easy!`?
- c. Benefits & Steps To Successful Mentoring Programs
- d. Choosing `Mentor` & `Mentee`

2. Coaching& Mentoring Process – 5 Steps

- a. Position the Discussion
- b. Discuss the Performance Situation
- c. Set a Plan of Action
- d. Communicate the Consequences of Non-Performance
- e. Set a Follow-Up Plan

3. Coaching& Mentoring Feedback Process – 8 Steps: Ask – Listen – Think – Thank – Respond – Involve – Change – Follow Up

4. Behavioural Coaching& Mentoring – 8 Steps: Identify – Determine – Collect – Analyze – Develop – Respond – Survey – Review

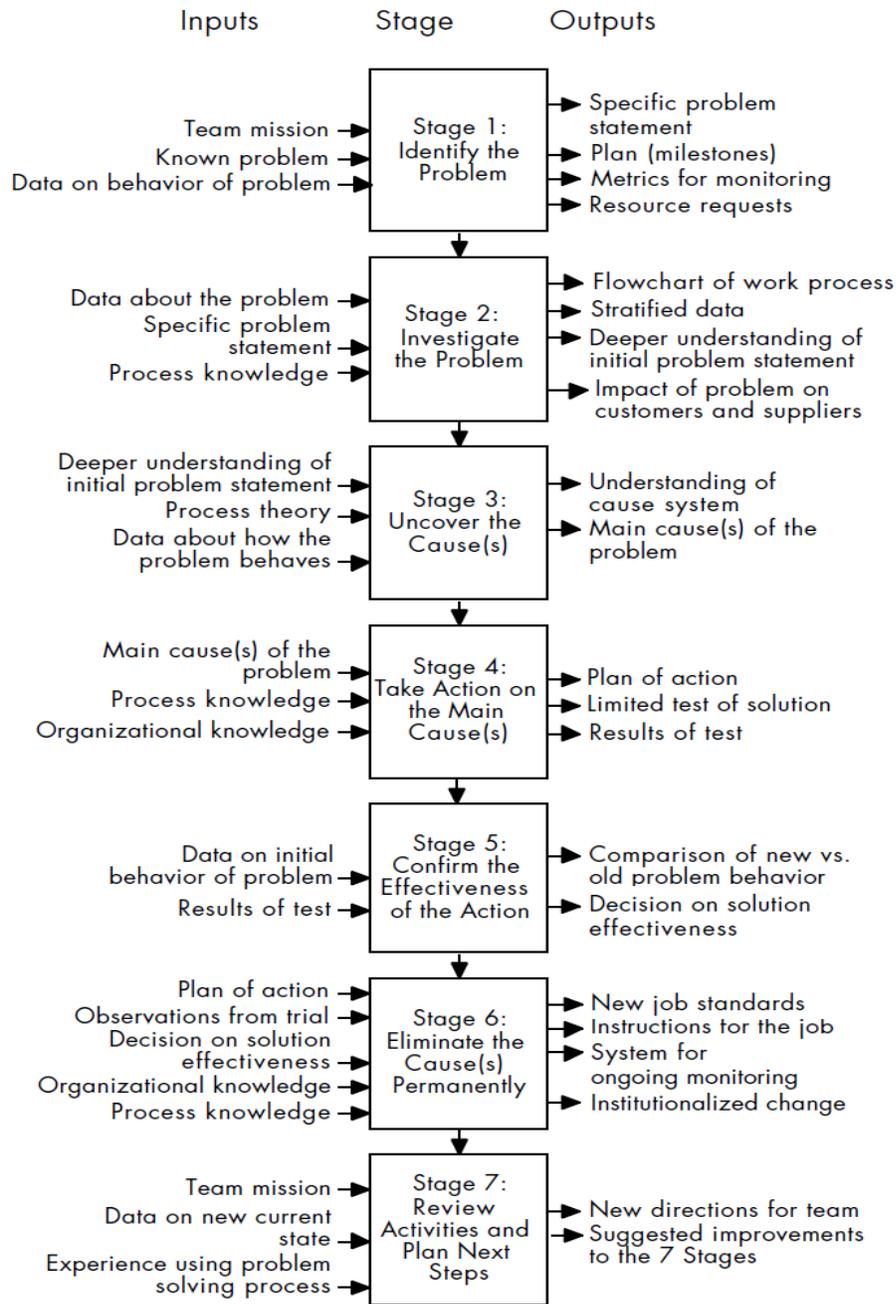
5. Assist & Balance Coaching & Mentoring Process Using “Models”

- a. Input Based Coaching Models
 - i. Self Awareness Based Tools
 - ii. 3rd Party Feedback Tools
 - iii. “New Insight” Tools
- b. Bridge Models:
 - i. Action Learning
 - ii. GAPS [Goals, Abilities, Perceptions & Standards]
 - iii. GROWTH [Goal, Reality, Obstacles, Will, Tactics & Habits]
- c. Output Based Coaching Models
 - i. aMAP2 [Action by Motivating, Awareness & Possibilities using Powerful questions]
 - ii. CIGAR [Current situation – Ideal outcome – Gap – Action plan – Review]
 - iii. OUTCOMES [Objectives – Understand the reasons – Take stock of the present situation – Clarify the gap – Options generation - Motivate to action – Enthusiasm / Encourage – Support
 - iv. RESULTS [Reflect – Evaluate – Strategize – Understand – Listen – Take action – Systematize]

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6. Coaching & Mentoring Process Improvement Teams: Identify – Investigate – Uncover – Act – Confirm – Eliminate– Review



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7. Creating Coaching & Mentoring Cultures

- a. Map & Gap Survey
- b. Challenges & Strategies To Create Coaching & Mentoring Culture
- c. Evolving Stages of Coaching & Mentoring Culture
- d. Ten Key Principles To Develop A Coaching Culture
- e. Best Practices In Coaching & Mentoring

8. Group Activity – Brainstorming – Course Correction – Next Steps For Coaching & Mentoring Program Roll Out& Execution

Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
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- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
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