

COACHING, MENTORING, DELEGATING

LOCATION	DURATION	No. of DELEGATES	COST per person
On-site	2 days	4 -16	£500.00

This course will give you the awareness and the skills necessary to identify potential and to be able to develop others

OUTLINE

Many managers do not have, or make, the time to fully develop the individuals who work for them. Not doing this is a waste of time and money. Most individuals, if not all, have more capability and potential than is usually identified. Managers who ignore this are, at best, short-sighted and, at worst, stupid.

Coaching, mentoring and delegating are the simplest, easiest, most effective and, most importantly to cost-conscious organisations, the cheapest ways of developing individuals. When an individual starts to develop they become more confident in their abilities generally and in their ability to learn new skills in particular. They become motivated and willing and can deal with more complex tasks with more uncertain outcomes. They become more and more able to take responsibility.

Developed individuals are also the most likely source for providing new managers or for promotion into new jobs and, because they are home-grown, they will have valuable experience of the company and the loyalty that goes with that.

AIM

To enable you to better develop the individuals you are responsible for managing.

OBJECTIVES

- To understand how to assess an individual's current skills, performance and potential.
- To be able to recognise potential.
- To know how to write and implement a coaching plan.
- To be able to delegate effectively and understand the part management control plays in this.
- To understand where this fits with performance appraisal.

OUTCOMES

- Understanding of the fundamentals of individual development.
- Better able to identify those with development potential.
- The skill of using performance management to coach and mentor.
- Ability to use delegation effectively and appropriately as a development tool.
- Ability to formal and informal appraisals to manage this process.