

Coaching and Mentoring

LEAD 6251

Course Outline

Description:

Discover how to enable others to develop and act on their own strengths as a coach or mentor. Understand the philosophy, skills and techniques for effectively coaching and mentoring others to enhance their own performance and development.

Course Goals:

This course is a skills-based approach to coaching and mentoring. We will delve into the theoretical aspects of coaching and mentoring, with a focus on the skills and techniques that support effective mentoring and coaching experiences.

Our goal is for an interactive, engaging and thought-provoking learning experience. Together, we will create a collaborative and respectful learning environment where participants can share their wisdom, work together, learn from one another and value the diverse perspectives and ideas of colleagues.

Coaching and mentoring, though distinct processes, employ the common skills and art of presence, questioning and deep listening. We hope this course will help to foster your confidence as a coach and/or mentor, deepen your skills as an 'other-focused' leader, and expand your leadership toolbox in the art of coaching and mentoring.

Course Objectives:

At the completion of this course, the student will be able to:

- Distinguish between the roles and processes associated with mentoring and coaching – coach, coachee, mentor, mentee, sponsor
- Use techniques to develop trust
- Use techniques to provide feedback
- Practice and demonstrate active listening techniques
- Demonstrate an ability to use the coaching conversation framework

Attendance Requirements:

Students are required to attend 100% of class time in order to receive a completion for this course. A grade report can be printed from myWCS.

Code of Student Conduct:

The purpose of the Code of Student Conduct is to define the general standard of conduct expected of

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students registered at Western University, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For the complete Code of Student Conduct:

<http://www.uwo.ca/univsec/pdf/board/code.pdf>.

Evaluation Method:

As part of the course/instructor evaluation, a survey will be sent to you electronically by Continuing Studies. You will be asked the following questions. Please consider these throughout the course.

1. How would you rate your overall experience?
2. Please indicate your agreement with the following statements:
 - a. The course content was relevant and valuable.
 - b. The instructor conducted class sessions in an organized, well-planned manner.
 - c. The instructor explained concepts clearly.
 - d. The instructor displayed enthusiasm and energy in conducting class sessions.
 - e. The instructor made me feel comfortable in the learning environment.
 - f. The instructor encouraged my participation and interaction.

Course Schedule:

Day 1:

- Introductions, Course Overview, 'Housekeeping'
- What are 'coaching' and 'mentoring'?
- Digging Deeper into Mentoring
- Communication, Listening and Questioning Skills

Day 2:

- The Art of Supervision
- Digging Deeper into Coaching
- Giving Feedback and Sharing
- Building Trust
- Coaching, Mentoring and Leadership