

Training Plan - Two Day Program on Coaching and Mentoring

Topic	Time	Training Methodology	Focus Areas	Activity
Introduction & Expectation Setting	9.30 am - 10.00am	Interaction	o Introductions o Setting Expectations	
Motivation and Coaching	10.00 am - 10.30am	Activity, ILT and Video	o Focus group discussion on importance of Coaching o Maslows hierachy of needs	Video: UP in the Air Focus Group
Difference between Coaching and Mentoring	10:30 am - 10:45 am	ILT	o Defining Coaching and Mentoring	
Phases of Coaching	10:45 - 11:00 am	ILT and Activity	o Discussion on Preparation, Negotiation, Enabling, Feedback, Dealing with obstacles and follow up	Role Play
Tea Break: 11:00am - 11:15 am				
Phases of Coaching	11:15 am - 12:30 pm	ILT and Activity	o Discussion on Preparation, Negotiation, Enabling, Feedback, Dealing with obstacles and follow up	Role Play
GROW Coaching Model	12:30 pm - 1:00 pm	ILT	o Discussion on GROW coaching model	
Lunch Break: 1:00 pm - 1:45 pm				
Coaching Conversation Scenario	1:45 pm - 2:45 pm	Activity	Role Play on coaching and feedback	Role Play
Mentoring and its importance	2:45pm - 3:15 pm	ILT, Activity	o Mentoring and its benefits	Focus Group
Tea Break: 3:15 pm - 3: 30 pm				
Phases of Mentoring	3:30 pm - 4:30 pm	ILT, Activity	o Orientation phase, Transition phase, Cultivation phase, Seperation phase	ILT and Role Play
Mentoring Conversation	4:30 pm - 5:15 pm	Activity	Role Play on Mentoring Conversation	Role Play
Wrap Up & Summarizing	5.15 pm - 5.30 pm	Interaction		