

## COACHING AND MENTORING SKILLS

### Introduction

The purpose of this programme is to equip potential coaches/mentors with the necessary knowledge, skills and attitudes to demonstrate a task in a practical manner in the workplace.

This programme has been designed and developed by Aquarius Skills Solutions and is aligned with the Unit Standard Guide and Support Learners

### Programme Outcomes

By the end of this programme learners will be able to:

- Demonstrate a task in a practical manner
- Provide appropriate opportunities for a learner to practice skills and knowledge
- Assess the learners' competence
- Handle conditions which may occur
- Explain the elements of the task to be performed
- Provide support and advice in relation to the task
- Identify the learning gap and possible coaching opportunities for individuals and groups
- Evaluate own performance

### Career Opportunities

As a competent coach and mentor you will have the opportunity to develop individuals within an ever changing environment.

Coaching and mentoring has also become a profession and will contribute greatly to the transfer of skills within this transformation stage of South Africa.

### Programme Outline

Learning Unit 1 Overview of the NQF  
Learning Unit 2 Skills Planning  
Learning Unit 3 Introduction to Coaching/Mentoring  
Learning Unit 4 Learning Styles  
Learning Unit 5 Planning Your Coaching  
Learning Unit 6 The Coaching Structure  
Learning Unit 7 Feedback Skills  
Learning Unit 8 Implementation

Training Programme Duration: 3 Days

Unit Standards:

117874 - Guide and Support Learners  
117877 - Perform one to one training on the job  
117865 - Assist and support learners to manage their learning

NQF Level: 5, 3 and 4

Credits: 15

### Target Group

- HR Managers
- Training Managers
- Supervisors
- Line Managers
- Assessors
- Trainers/Facilitators/Coaches
- SME

### Benefits

- Qualified Workplace Coaches/Mentors
- Improved performance of staff in the workplace.
- Improved competence and motivation of workforce
- Reduced grievances
- Clearly identifiable training needs and career paths
- Improved opportunities to claim skills grants

