



TRAINING BROCHURE

Coaching and Mentoring Skills For Successful Leadership

This course is designed to equip you with the essential tools and techniques to become an effective coach and mentor, empowering you to lead and inspire your team to achieve new heights of success. Join us as we explore the art of coaching, building strong relationships, and fostering a culture of growth and development within your organization.

Introduction

This program looks at Coaching and Mentoring as an individually focused, personal development tool you can offer staff at all organizational levels. It examines the difference between coaching and mentoring, the skills required to become a good coach or mentor, when and how to introduce coaching and mentoring and how to keep them on the development agenda.

This Coaching and Mentoring training course will empower you with the behavior, knowledge and skills to help develop and motivate others in a constructive manner. With the use of efficient coaching and mentoring skills, you can help boost an individual or team's overall performance.



"Coaching skills drive successful leadership through effective communication and team inspiration."

Coaching for Leadership Excellence

Empower, Communicate, Collaborate

"Discover the transformative power of Coaching and Mentoring Skills for Successful Leadership in our training program. Gain the expertise to cultivate a thriving team by honing communication, empowerment, and collaboration, essential pillars for effective leadership in today's dynamic workplace."

Coaching and Mentoring Skills for Successful Leadership equips individuals with tools for effective communication, empowerment, and goal achievement. Learn conflict resolution, adaptability, and ethical leadership, fostering a culture of continuous improvement and teamwork for unparalleled success.

Course Objective



01

Coach and Mentor their subordinates based on personality to ensure effectiveness

02

Understand the G.R.O.W. and OSKAR model and apply it

03

Learn how to recognize the current state or reality of an employee's situation

Why you **must** join our training?

- HRDF Certified Trainer
- Interactive Experience Sharing
- Guaranteed Learning Outcome
- Emphasize Active Learning as main method of learning
- A proactive learning cultures

What is **Active Learning**?

Active learning is a class teaching and learning techniques that involves learners in learning activities other than passively listening to lectures. The activities include thinking, discussing, investigating, and creating.

In class, students practice skills, solve problems, struggle with complex questions, make decisions, propose solutions, and explain ideas in their own words through writing and discussion.



Who should **attend?**

This training is suitable for anyone in a leadership role seeking to enhance their management and leadership.

✓ **HEAD OF DEPARTMENTS**

Enhance their ability to manage and lead their teams, aligning departmental goals with overall business objectives. They will also learn strategies to foster collaboration and effectively resolve conflicts.

✓ **HUMAN RESOURCES PROFESSIONALS**

Build expertise in coaching and mentoring programs to contribute significantly to employee development and organizational success.

✓ **TEAM LEADS AND PROJECT MANAGERS**

Optimize team performance by mastering coaching and mentoring techniques tailored to project management and team leadership.

✓ **MANAGERS AND SUPERVISORS**

Strengthen your ability to guide and support team members, fostering a positive and productive work environment.

✓ **ENTREPRENEURS AND BUSINESS OWNERS**

Cultivate leadership excellence to drive business growth, build a motivated team, and achieve sustainable success.

✓ **DEVELOPMENT PRACTITIONERS**

Contribute to a positive organizational culture by integrating coaching and mentoring principles into development initiatives.

Course Content

Day One

Day Two

9.00 am

Ice Breaking
Module 1:
Essential Skills for Effective Leaders

Coaching Practical

10.30 am Tea Break

10.45 am

Module 2:
Coaching Employees to Peak Performance

Module 5:
How to Coach Underachievers to Success
Module 6:
Becoming an Effective Mentor

12.30 pm Lunch Break

1.30 pm

Module 3:
Preparing to Coach- Keep Your Eyes, Ears, and Mind Open

Module 7:
Mentoring Team Members to Take Their Skills to the Next Level

3.30 pm Lunch Break

3.45 pm

Module 4:
Getting Down to Business

Module 8:
Using Coaching and Mentoring to Create a Stronger, More Effective Team

5.00 PM END OF DAY ONE

5.00 PM END OF DAY TWO

Facilitator Profile

SHARIFFAH ANISAH SYED IDRUS

Holds a Diploma in Solution Focused Brief Coaching and a B (Hons.) Human Sciences (Psychology) from International Islamic University of Malaysia. She is also a HRDF (Pembangunan Sumber Manusia Berhad) Certified Trainer.

During her 20 years' experience as a Corporate Trainer, she has developed vast experience in the full spectrum of all Management Development areas. She has travelled extensively to all parts of the country (including Brunei and Sudan) to conduct various human behavioural training programs to enhance people's skills and attitude to perform better at workplace.

Her areas of expertise include, Stress and Anxiety Management, Mental Health Awareness, Personal Mastery, Personality Profiling, NLP, Leadership and Supervisory, Customer Service, Self-Improvement and Personal Growth, Interpersonal Skills, Personal Effectiveness, Teambuilding, Managerial / Executive / Clerical Development and many other Administrative Skills Enhancement Programs.

She has trained and coordinated courses for government bodies, multinationals and local conglomerates from various sectors such as Brunei Mindef, Petronas Sudan, Petronas ICT, Petronas Chemical Ethylene, Malaysian Bioeconomy Sdn Bhd, Desmet Ballestra Malaysia Sdn Bhd, Phillip Morris Internationals, Mitsui Malaysia, Kenanga Investment Bank, Panasonic Malaysia, Securities Commission of Malaysia (SSM), Sepang Aircraft Engineering, Dorsett Hotel Subang, Tamura Electronics, TNB, Ayamas Food Corporation, Heitech Padu, Proton, Sharp Malaysia, PNBi, PSMB, MCMC, CIAST, KPTM, PTPTN, GITN, Penang Development Corporation, LHDN, MARA, MARDI, MOSTI, MITI, INSKEN, JKR, DBKL, MMU, MSU, UiTM, PKNP, PJ Bumi, PPUM, PPUKM, UMT, UNIMAP, UNITEN, and many more.

In April 2018, she was handpicked by HRDF for the "Fostering Innovation and Refuelling Entrepreneurship (FIRE) Program for the Training of Trainers (TOT) in Entrepreneurship Development Institute of India (EDII), Ahmedabad, India. The Entrepreneurship Program was collaboration between HRDF and EDII to train trainers from Malaysia on Entrepreneurship coaching.

Learning and Development has always been Shariffah Anisah's passion and interest. Shariffah Anisah's enthusiastic approach to training is by using Facilitation process, Accelerated Learning methodology, Visual Graphic and Experiential Learning to ensure effective learning process takes place.

REGISTRATION FORM

Complete the registration form and email for reservation.

All Registrations will be confirmed ONE WEEK before the commencement of the course.

Ms.Shima | Ms.Syilla | Ms.Aida

training@cammgnt.com

www.cammgnt.com

03-6241 5211 | 016-226 4799 | 016-229 8995



COURSE TITLE: Coaching and Mentoring Skills For Successful Leadership

DATE: 7-8 March 2024 24-25 June 2024

VENUE: X-Limit Learning Hub Kepong, KL / Online

Zoom Meeting

FEES: RM 2,420 NETT / pax

ONLINE FEES:

*Course Fees Includes 6% SST, Training Materials, e-Certificate of Completion. Morning Breakfast, Morning Tea Break, Lunch, Afternoon Tea Break is provided.

APPLICANT'S INFORMATION

1	NAME:			
	IC NO:		MOBILE NO:	
	EMAIL:		DESIGNATION:	
	VEGETARIAN:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

2	NAME:			
	IC NO:		MOBILE NO:	
	EMAIL:		DESIGNATION:	
	VEGETARIAN:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

3	NAME:			
	IC NO:		MOBILE NO:	
	EMAIL:		DESIGNATION:	
	VEGETARIAN:	<input type="checkbox"/> YES <input type="checkbox"/> NO		

BILLING INFORMATION

COMPANY NAME:			
COMPANY ADDRESS:			
CONTACT PERSON:		DESIGNATION:	
MOBILE NO:		EMAIL:	

AUTHORIZATION

COMPANY STAMP:		AUTHORIZED SIGNATURE	
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PAYMENT METHOD

Payment of fee must be made PRIOR to commencement of the program. Kindly select the method of payment on the following:

- By Cheque
- By Bank Transaction
- By HRDC Claim (SBL-Khas)

Please email the bank-in slip with your company's name to training@cammgnt.com as proof of payment.

*Crossed cheques should be made payable to "CAMBRIDGE TRAINING SDN BHD" or bank-in payment to: Maybank Account No. 5-145891-77878.

CANCELLATION

Once a registration is confirmed (upon received CT's training confirmation letter), NO cancellation / withdrawal will be allowed. Failure to attend without prior notice shall be liable for RM500 administrative charges (per day/per person). Replacement of registered delegate who are not able to attend to the training/ or rescheduling to the same course with new date or equivalent course with pre-notification to organizer can be arranged at no additional cost. All training fees paid are not refundable.

DISCLAIMER

CAMBRIDGE TRAINING reserves the right to change the speaker, date and to cancel the programmed should circumstances beyond the company control arise. CAMBRIDGE TRAINING also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. All efforts will be taken to inform participants of any changes. Customer may be entitled to a refund of any fee paid in respect of the cancelled training but shall not otherwise be entitled to any compensation, costs, travel expenses, losses or damages arising from such cancellation. Cambridge Training will not be liable if failure or delay in performing an obligation under this training program due to force majeure. These include fire, natural disasters, pandemic outbreak, war, or other emergency situations.