informatech



HUMAN RESOURCES AND TRAINING | HRT-065

Coaching, Mentoring & Career Development for Success

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Course content

Why Attend

Why Attend Organizations increasingly recognize the value of coaching and mentoring as powerful tools for improving performance, developing talent, and supporting career growth. This course provides participants with practical coaching and mentoring techniques that enhance employee development, strengthen communication skills, and create a supportive environment for continuous learning and organizational success.

Course Methodology The course adopts an interactive and practical approach using presentations, role plays, group discussions, coaching and mentoring simulations, self-assessments, practical exercises, case studies, and workplace scenarios.

Course Objectives By the end of this course, participants will be able to:

- Understand the principles and practices of coaching and mentoring
- Differentiate between coaching, mentoring, and counselling approaches
- Apply communication techniques that support learning and development
- Conduct effective coaching and mentoring sessions
- Support career planning and employee development initiatives
- Manage workplace challenges through coaching techniques
- Develop practical action plans to improve organizational performance

Target Audience

- HR professionals
- Managers and supervisors
- Team leaders
- Learning and development specialists
- Coaches and mentors
- Talent management professionals



Course content

Target Audience

• Professionals responsible for employee development initiatives

Target Competencies

• Coaching skills

• Mentoring techniques

• Communication and listening skills

• Career development planning

• Talent management

• Conflict management

• Leadership development

• Interpersonal effectiveness

Course outline

Day 1: Foundations of Coaching and Performance Development

• Understanding different coaching approaches used within workplace environments

• Differentiating between coaching, mentoring, and counselling practices

• Developing essential coaching competencies that improve performance outcomes

• Assessing coaching capabilities and areas for improvement

• Understanding ethical responsibilities and professional standards in coaching relationships

• Exploring structured coaching frameworks and performance improvement models

Day 2: Communication Skills for Effective Coaching and Mentoring

• Understanding communication preferences and interpersonal styles

• Developing active listening skills to improve coaching effectiveness



Course content

Course outline

• Applying structured listening techniques during coaching conversations

• Using questioning techniques to support learning and development

• Understanding verbal and non-verbal communication dynamics

• Practical exercise: Conducting effective coaching discussions and sessions

Day 3: Mentoring Skills and Relationship Development

• Understanding the purpose and value of mentoring within organizations

• Exploring approaches to organizational mentoring programs

• Reviewing commonly used mentoring techniques and practices

• Understanding formal and informal mentoring relationships

• Identifying common challenges and improving mentoring effectiveness

• Practical exercise: Conducting structured mentoring sessions

Day 4: Career Development and Learning Principles

• Understanding learning processes and human development concepts

• Exploring workplace learning and development approaches

• Understanding individual learning preferences and development styles

• Applying best practices for career growth and professional development

• Conducting personal strengths and development assessments

• Linking career planning with talent development initiatives

Day 5: Coaching for Organizational Performance and Sustainability

• Understanding common workplace performance and behavioral challenges

• Exploring employee support and workplace wellbeing approaches

• Managing workplace disagreements and conflict situations effectively



Course content

Course outline

- Applying coaching methods to improve relationships and reduce conflict
- Evaluating organizational readiness for long-term development initiatives
- Developing personal action plans for continuous growth and workplace application



Seminar dates

Available seminar dates

Live dates and pricing for Coaching, Mentoring & Career Development for Success generated from the course details page.

Date	Location	Format	Fee
7 - 11 December 2026	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
14 - 18 December 2026	Munich - Germany	Classroom	**€3,400.-**
21 - 25 December 2026	London - U.K	Classroom	**€3,360.-**
4 - 8 January 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 February 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
1 - 5 March 2027	Frankfurt - Germany	Classroom	**€2,600.-**
5 - 9 April 2027	Istanbul - Turkey	Classroom	**€2,560.-**
3 - 7 May 2027	Munich - Germany	Classroom	**€3,400.-**
7 - 11 June 2027	Barcelona - Spain	Classroom	**€3,080.-**
5 - 9 July 2027	Frankfurt - Germany	Classroom	**€2,600.-**
2 - 6 August 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
6 - 10 September 2027	Amsterdam - Netherlands	Classroom	**€3,400.-**
4 - 8 October 2027	London - U.K	Classroom	**€3,360.-**
1 - 5 November 2027	Kuala lumpur - Malaysia	Classroom	**€1,800.-**
6 - 10 December 2027	Munich - Germany	Classroom	**€3,400.-**

Live online option	Online delivery is available at €1,850.-.