



London TDM

HR Training Courses

Course Venue: Malaysia - Kuala Lumpur

Course Date: From 23 November 2025 To 27 November 2025

Course Place: Royale Chulan Hotel

Course Fees: 6,000 USD

Introduction

In today's dynamic work environment, coaching and mentoring have become essential skills for fostering employee growth and organizational success. This 5-day professional course is designed to enhance your ability to effectively coach and mentor individuals within your workplace, driving performance improvements and personal development. Through interactive sessions, practical exercises, and real-world applications, participants will gain the necessary tools to support and develop talent while contributing to a positive workplace culture.

Objectives

- Understand the foundational principles of coaching and mentoring.
- Identify different coaching and mentoring styles and their appropriate applications.
- Develop practical skills for effective communication and feedback.
- Learn strategies to overcome common coaching and mentoring challenges.
- Create a sustainable coaching and mentoring culture within the organization.

Course Outlines

Day 1: Foundations of Coaching and Mentoring

- Introduction to coaching and mentoring: Definitions and differences
- The role of a coach and mentor in the workplace
- Understanding the benefits of coaching and mentoring for individuals and organizations
- Principles of effective coaching and mentoring
- Building trust and rapport with mentees and coachees

Day 2: Coaching and Mentoring Styles

- Overview of different coaching styles: Directive vs. non-directive
- Mentoring approaches: Developmental vs. sponsorship
- Identifying your coaching and mentoring style
- Adapting styles to different personalities and situations
- Role-playing scenarios with various coaching and mentoring styles

Day 3: Communication and Feedback Skills

- Effective communication techniques for coaching and mentoring
- Active listening skills and their importance
- Feedback models and delivering constructive feedback
- Overcoming communication barriers in diverse workplaces
- Practical exercises in giving and receiving feedback

Day 4: Overcoming Challenges in Coaching and Mentoring

- Common challenges faced by coaches and mentors
- Strategies to handle difficult conversations
- Maintaining motivation and engagement in coaching relationships
- Navigating organizational politics and conflict

- Case studies of successful coaching and mentoring interventions

Day 5: Building a Coaching and Mentoring Culture

- Steps to integrate coaching and mentoring into organizational culture
- Measuring the impact of coaching and mentoring programs
- Strategies for developing a continuous learning environment
- Creating a network of internal coaches and mentors
- Sustaining the momentum: Future trends and innovations in coaching and mentoring