



# Coaching & Mentoring

**Helping your organization reach its true potential**





# What is Coaching & Mentoring?

**Coaching |** The focus is on concrete issues, such as managing more effectively, speaking more articulately, and learning how to think strategically. This requires a content expert (coach) who is capable of teaching the coachee how to develop these skills.

**Mentoring |** It seeks to provide a safe environment where the mentoree shares whatever issues affect his or her professional and personal success. Although specific learning goals or competencies may be used as a basis for creating the relationship, its focus goes beyond these areas to include things, such as work/life balance, self-confidence, self-perception, and how the personal influences the professional.





# When is Mentoring Needed?

- ☐ When a company is seeking to develop its employees in specific competencies
- ☐ When a company has a number of talented employees who are not meeting expectations
- ☐ When a company is introducing a new system or program
- ☐ When a company has a small group of individuals in need of increased competency in specific areas
- ☐ When a leader or executive needs assistance in acquiring a new skill as an additional responsibility
- ☐ When a company is seeking to develop its leaders or talent pool as part of succession planning
- ☐ When a company seeks to develop its diverse employees to remove barriers that hinder their success
- ☐ When a company seeks to retain its internal expertise and experience
- ☐ When a company wants to create a workforce that balances the professional and the personal

# What benefits do Employers get?



Some benefits of coaching and mentoring to organizations are as follows:

- ☐ Recruitment, retention and development of key employees
- ☐ Increased productivity
- ☐ Provision of a stabilising factor when change occurs
- ☐ Improved cross functional interaction and efficiency.
- ☐ Help with succession planning
- ☐ Encouragement of knowledge-sharing and transfer of skills across the organisation
- ☐ Increased Team efficiency
- ☐ Improved personal performance improves organisational performance



# Why Choose Us?

Q-consulting provides personalized coaching and mentoring services to businesses and individuals. Our team of experienced and accredited business mentors and coaches have business knowledge and experience of over 20 years that can help whichever business sector or business area you require support in. Our team comes from different walks of life and global experiences. Q-Consulting has a very pragmatic approach to Coaching & Mentoring using various modes and mediums to disseminate knowledge, hence creating a very dynamic learning environment for the mentee/s.

# Our Approach

In order to ensure ongoing progression of the future leaders a customized mentoring and coaching program needs to be developed for each of the key personnel. This should be an intensive and focused program that will challenge the participants and require them to work extremely hard. We propose the following approach to their coaching and mentoring:

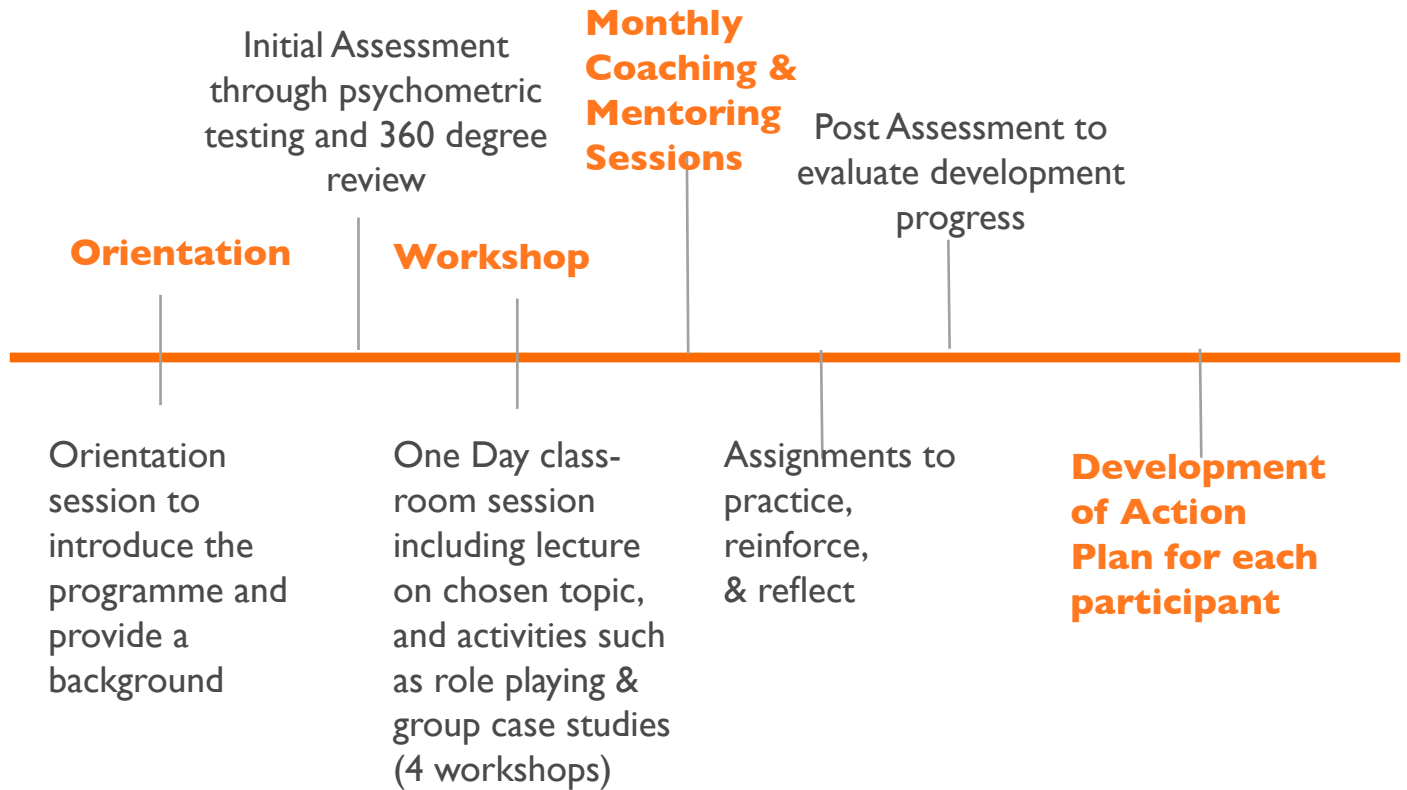
- ❑ Individual assessment of each of the participants-this will be conducted through a psychometric assessment and 360-degree feedback from their colleagues
- ❑ On the basis of the above a detailed coaching and mentoring plan will be developed for each person.
- ❑ The plan will consist of: Group sessions, Project work, One to one coaching sessions, attendance at external training sessions and identification of additional academic programs.

The training days are inclusive of:

- ❑ Full days training
- ❑ Full course notes
- ❑ Written action plan to take away
- ❑ Access to our post course portal



# Our Approach





# Goals



**1. Networking:** The mentoring program provides participants with opportunities to broaden and expand their networks and relationships

**2. Knowledge and Skill Transfer:** It provides participants with opportunities to develop specific skills and abilities (e.g., presentation skills), increase their knowledge of content areas, pass on their experiences and lessons-learned, and gain perspective on recent developments in the field.

**3. Career Development:** This aspect of the mentoring programme allows participants to gain insight on best ways to begin their careers, transition to new areas, and pursue rich experiences to enhance their career progress.

**4. Professional Development:** This allows participants to gain “real-world knowledge,” learn how to apply academic education to real business issues in a value-added way, and understand how input & output fits into a business’ success.

**5. Situational Guidance.** It enables participants to gain coaching, guidance, and advice on how to handle practitioner-related projects, duties, dilemmas, and problems.

# Key Aspects

**Theme I** - The first aspect is all about planning a career and coming to terms with management/leadership and how that is different to being a player in the team. We focus on identifying strengths and managing limitations; setting goals and how to achieve them.

Theme I	Planning a career and managing oneself
	<ul style="list-style-type: none"><li>□ Establishing what you want and developing your personal mission statement (identify strengths and limitations)</li><li>□ Setting goals and developing strategies to achieve your goals</li><li>□ Finding a niche for yourself and marketing yourself</li><li>□ Manager v. Player – coming to grips with your new role</li><li>□ Management skills (planning, organization, leadership)</li></ul>

**Theme 2** - The second aspect of the project is all about motivation, team building and team work, along with effective delegation. We will also coach participants on how to manage stress levels and have effective communication.

Theme 2	Managing a team and enhancing skills
	<ul style="list-style-type: none"><li><input type="checkbox"/> Theories of motivation</li><li><input type="checkbox"/> Directors role in motivating others (balancing act: reward v. punishment)</li><li><input type="checkbox"/> Team building – empowering team members to achieve their potential</li><li><input type="checkbox"/> Setting and monitoring objectives (performance management), including how to deal with poor performers</li><li><input type="checkbox"/> Conflict Management</li><li><input type="checkbox"/> Time and stress management – take care of the big things first</li></ul>

# Our Deliverables

- Detailed report for each of the future leaders based on the psychometric testing and 360 degree evaluations
- Personal coaching plan for each of the future leaders
- Group mentoring sessions/individual sessions on a monthly basis
- Assessment of progress and reporting on a six monthly basis
- Providing research and other tasks to be completed on a monthly basis
- Developing a confidential communication platform using Linked in groups
- Delivering upto four, one day workshops





“We believe if our clients win, we can’t lose”