



COACHING & MENTORING

Coaching and mentoring in the workplace are **powerful development tools** used to enhance employee **performance, growth, and job satisfaction**. While both aim to develop individuals within an organization, they have distinct approaches and objectives. Understanding the roles of coaching and mentoring is **essential for fostering a culture of continuous learning and improvement** within any organization.

This process can help **develop individuals across a wide range of needs** and can even benefit them on a personal level. Coaching and mentoring are known to **boost confidence, improve work performance, and build effective communication skills**.

Training Objectives

Performance Improvement:

To enhance the coachee's skills and performance in specific areas related to their current job roles, thereby increasing productivity and efficiency.

Goal Clarification and Achievement:

To assist employees in setting clear professional goals and developing actionable strategies to achieve these goals, aligning them with organizational objectives.

KEMAS Diagnostic Tools:

Participants will learn how to use a diagnostic tool to accurately identify which of the gaps (**Knowledge, Self-Esteem, Motivation, Attitude, Skill**) that require coaching attention.

Feedback and Reflection:

To provide constructive feedback that encourages self-reflection, enabling individuals to understand their strengths and areas for improvement.

Highlighted Topics

1

Co-Creating the Partnership

2

The Coaching & Mentoring Process

3

Gaining Commitments to Change

4

The Art of Feedback



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