



MOTIVATING, COACHING, COUNSELLING & MENTORING

Practical Tools for Effective Leadership

28 Jan - 01 Feb 2018, Dubai

30 Sep - 04 Oct 2018, Dubai

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Practical Tools for Effective Leadership

INTRODUCTION

This innovative and exciting training seminar has been specifically designed to meet the demands of the modern workplace. During the five days, participants will be given the opportunity to examine in their existing knowledge and skills and be instructed in areas related to Motivating, Coaching, Counselling & Mentoring. This training seminar is very practical, thought provoking, motivational and above all interesting. This training seminar will introduce participants to the core skills of Workplace Coaching, Counselling and Mentoring and will focus on practical skills development.

Workplace coaching is a skilled activity that should be delivered by appropriately trained people and is a proven method to train and develop others. A mentor is someone who can help (often a younger) another employee work out their priorities, make career decisions, and develop work skills. Workplace Counselling can involve practical skills to help others and also the provision of professional support through Employee Assistance Programmes (EAPs).

This training seminar will highlight:

- Motivational workplace coaching techniques
- Practical skills for mentoring staff
- Effective communication skills
- How to motivate yourself and other Staff
- How to coach top performers
- How to equip others with peak performance skills and develop pro-action plans

OBJECTIVES

At the end of this training seminar, you will learn to:

- Evaluate techniques for coaching, counselling & mentoring
- Utilise motivational coaching techniques in the workplace
- Develop practical counselling skills to use with staff
- Communicate more effectively at all levels
- Comprehend the concepts and appropriate methodology of mentoring

TRAINING METHODOLOGY

Participants to this training seminar will receive a thorough training on the subjects covered by the seminar outline with the Instructor utilising a variety of proven adult learning teaching and facilitation techniques. Seminar methodology includes stimulating presentations supporting

each of the topics together with interactive trainer lead sessions of discussion. Role-plays, small group work, structured exercises and feedback will be used to facilitate learning.

ORGANISATIONAL IMPACT

By attending this exciting training seminar, you will be investing in your future, the future of your Department and the future of your Organisation.

- Add value to the department and the organisation as a whole
- Participants will be left with a range of skills and competencies to coach, counsel, motivate and mentor staff
- Incorporating taught skills and techniques into work behaviour, participants will demonstrate practical motivational coaching skills
- Support organisational goals of personal and team development
- Participants are encouraged to take new ideas and strategies back to their workplace for discussion with their own manager

PERSONAL IMPACT

Participants on this exciting training seminar will develop their skills and knowledge of training, and will leave the venue with:

- Thorough knowledge of coaching, mentoring and counselling techniques
- Improved confidence and self-assurance
- A greater awareness of essential knowledge in relation to human development
- An increased ability to communicate with staff
- Remove barriers and hindrances to career goals

WHO SHOULD ATTEND?

This training seminar is suitable for a wide range of people but will particularly suit:

- Supervisors
- Team leaders
- Management Professionals
- Management Staff
- Line Managers
- Technical Managers
- All Professionals at all levels who want to become effective at coaching and motivating others
- HR or Training Staff
- Anyone required to coach or mentor others

SEMINAR OUTLINE

DAY 1

Practical Motivational Coaching Skills

- Distinguishing between Coaching, Mentoring, and Counselling
- Key Coaching Skills (diagnostic, techniques, qualities, model)
- Active Listening
- Questioning Techniques
- Motivational Coaching Skills for Leaders
- Coaching others

DAY 2

The Essential Skills of Communication and Motivation

- Understanding your Personal Communication Style
- Language - verbal and non-verbal (body language)
- Emotional Intelligence - an introduction
- Giving Effective Feedback with Emotional Intelligence (EI)
- Understanding Human Motivation
- Motivating others to achieve

DAY 3

Mentoring Others in the Workplace

- Coaching & Mentoring - the differences
- Mentorship programs
- Mentoring Relationships: formal and informal
- Most commonly used techniques by Mentors
- Practical Career planning
- Mentoring younger staff - Millennials

DAY 4

Practical skills for Workplace Counselling

- Workplace mental health
- The SOLER Model for improved communication
- Developing your listening skills
- Questioning skills
- Limits of Counselling – duty of care issues
- Employee Assistance Programming (EAP)

DAY 5

Career Coaching and Coaching Yourself

- Understanding your career journey
- A personal career SWOT analysis
- Setting Career Goals.
- What type of learning & development suits you?
- Becoming your own coach
- Personal action planning



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GLOMACS
Training & Consultancy

Code	Date	Venue	Fees
MG019	28 Jan - 01 Feb 2018	Dubai	\$4,750
MG019	30 Sep - 04 Oct 2018	Dubai	\$4,750

REGISTRATION DETAILS

LAST NAME: _____
FIRST NAME: _____
DESIGNATION: _____
COMPANY: _____
ADDRESS: _____
CITY: _____
COUNTRY: _____
TELEPHONE: _____
MOBILE: _____
FAX: _____
EMAIL: _____

AUTHORISATION DETAILS

AUTHORISED BY: _____
DESIGNATION: _____
COMPANY: _____
ADDRESS: _____
CITY: _____
COUNTRY: _____
TELEPHONE: _____
MOBILE: _____
FAX: _____
EMAIL: _____

PAYMENT DETAILS

- Please invoice my company
 Cheque payable to GLOMACS
 Please invoice me

CERTIFICATION

Successful participants will receive GLOMACS' Certificate of Completion

4 WAYS TO REGISTER

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Website: www.glomacs.ae

TERMS AND CONDITIONS

- Fees – Each fee is inclusive of Documentation, Lunch and refreshments served during the entire seminar.
- Mode of Payment – The delegate has the option to pay the course fee directly or request to send an invoice to his/her company/ sponsor. Credit card and cheque payments are both acceptable.
- Cancellation / Substitution – Request for seminar cancellation must be made in writing & received three (3) weeks prior to the seminar date. A US\$ 250.00 processing fee will be charged per delegate for each cancellation. Thereafter, we regret that we are unable to refund any fees due, although in such cases we would be happy to welcome a colleague who would substitute for you.
- Hotel Accommodation – is not included in the course fee. A reduced corporate rate and a limited number of rooms may be available for attendees wishing to stay at the hotel venue. Requests for hotel reservations should be made at least three (3) weeks prior to the commencement of the seminar. All hotel accommodation is strictly subject to availability and terms and conditions imposed by the hotel will apply.
- Attendance Certificate – a certificate of attendance will only be awarded to those delegates who successfully completed/ attended the entire seminar including the awarding of applicable Continuing Professional Education Units/Hours.
- Force Majeure – any circumstances beyond the control of the Company may necessitate postponement, change of seminar venue or substitution of assigned Instructor. The Company reserves the right to exercise this clause and implement such amendments.
- Fair Access / Equal Opportunities – In the provision of its services as a world-class Training Provider, the Company is committed to provide fair access / equal opportunities throughout the delivery of its courses and assessment leading to the completion of training seminars, or 3rd party qualifications/certifications.

GLOMACS

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