



Potential Exponents

## COACHING AND MENTORING

Potential Exponents offers ETDP SETA Accredited (NQF-aligned) Programme in Coaching and Mentoring. This Programme is aimed at those people in the organization who have a greater influence on how others perform. These include Line Managers, Team Leaders, Supervisors, Skills Development Facilitators and others involved in Human Resource Management.

This Programme is pitched at NQF level 3 and 4 - and is in line with the outcomes and assessment criteria as stipulated in Unit Standards: *Perform one-to-one training on the job* (117877) and *Mentor a colleague to enhance the individual's knowledge, skills, values and attitudes in a selected career path* (114215).

Upon completion attendants of the above Programme will receive a Certificate of Competencies\*.

The following Modules will be covered in great detail:

- Identifying and analysing learner's needs
- Preparing for one-to-one training on the job
- Individual Development Plan
- Conducting a coaching session
- Monitoring and reporting on learner's progress
- Reviewing
- Differences between counselling, mentoring, coaching and training
- Characteristics of a good Mentor
- The importance of knowledge in mentoring
- Skills and techniques required of a Mentor

**Duration:** 3 Days

\*Certificate of Competencies\* will be issued upon completion of summative assessment and a Portfolio of Evidence (POE); which should be submitted within the agreed time. Ongoing support for completion of POE is available. Learners declared not yet competent are afforded the opportunity to address the gaps that are outlined in the Assessor report.

\*\*A total of 70 notional hours including 3 days' workshop attendance and workplace learning combined with completion of summative assessment and POE.

Potential Exponents is an Accredited Training Service Provider (Reg. no 12403).