



**Schulich**  
School of Business  
Executive Education Centre

Featuring two  
unique learning  
options to suit  
your needs!



**Online**  
Virtual  
Classroom

1

Take the stand-alone 2-day foundations program to learn...

# Coaching and Mentoring Individuals and Teams

*A structured talent management program for all managers,  
human resource supervisors and team leaders.*

2

Dive deeper with the additional 3-day follow-on workshop to earn your...

# Certificate in Coaching and Mentoring Skills

*Learn the coaching skills used to motivate, inspire, and engage your  
employees to achieve performance levels not previously thought possible.*

## Choose from the following options:

2-Day Foundations Program

Please see website for  
upcoming session dates.

5-Day Advanced Certificate

Please see website for  
upcoming session dates.

Featuring the new, secure  
**ZOOM** video-conferencing  
platform. You'll benefit from:

- Multi-modal delivery of materials
- Engaging activities and interactive exchanges
- Breakout discussions with the instructors and your fellow participants

## Who Should Attend

This program is ideal for anyone who wants to develop the full potential in their employees, including:

- Business managers and directors
- Public sector leaders
- HR managers and trainers
- Office managers and supervisors
- Operations, quality and manufacturing managers
- Technical managers and project leaders
- Employee development and team specialists
- Sales and customer service managers



35 PDU\*



35 CPD

Register Today / Complete Details

<https://seec.online/13193>



**Schulich**  
School of Business  
Executive Education Centre



1

## Stand-alone 2-Day Foundations Program

### Coaching and Mentoring Individuals and Teams

**Coaching is the skill you can no longer do without.** Exceptional organizations in both public and private sectors are staffed by outstanding people. These employees reach their highest potential when given the opportunity to excel by their coach. This program will provide you with a framework to effectively coach and mentor people in a fast-moving landscape in person or virtually. The coaching and leadership skills you will acquire can be used every day. You will learn how to modify your coaching style to suit each employee and customize development plans to match to his/her learning styles.

#### Learning Outcomes

1. Conduct regular coaching sessions to improve the confidence and competence of your employees
2. Receive a complete set of "tools" to make coaching or mentoring effective
3. Learn from a 360° coaching evaluation and leadership challenges that can be improved
4. Engage your employees in setting appropriate stretch goals that build ownership.
5. Create customized development plans for team members
6. Adjust your coaching style to suit to competence and maturity of your employee
7. Bond with employees while maintaining a professional relationship
8. Help employees learn more skills, more effectively, in less time and at lower cost
9. Deal assertively with poor performers who don't respond to traditional managerial practices

#### Overview of Topics

##### Day 1 and 2

- The Manager as a Coach
- Coaching Styles for High Performance
- Introducing Mentoring Programs
- Developing High-Potentials Through Mentoring

2

## 5-Day Certificate Program (includes additional 3-day workshop)

### Certificate in Coaching and Mentoring Skills

**Acquire advanced performance leadership and coaching skills.** Helping employees reach their maximum potential requires advanced soft skills and knowledge in order to have more effective interactions, handle performance issues and navigate the sometimes difficult conversations surrounding them.

Advanced coaching skills can help establish relationships of very real value by improving performance and increasing employee retention. It's not about mandates, checklists or who's the boss. Anybody in an organization can learn to do it. It's driven by people talking to one another and is dependent solely on one's willingness to help.

#### Learning Outcomes

1. Learn to coach people to achieve extraordinary results in their lives, careers or organizations
2. Leverage your leadership strengths to become an outstanding coach and mentor
3. Identify high performers and help them achieve their aspirations
4. Counsel under-performing employees to get them back on track
5. Fulfil your leadership potential by developing your employees' talent
6. Create meaningful customized development plans for all employees
7. Maintain a professional and ethical relationship with employees

#### Overview of Topics

##### Days 3, 4, 5

- Advanced Coaching Techniques
- Career Coaching and the Ethics of Coaching
- Team Performance Development – Final Planning for Implementation



### Register Today!

#### Dates, Locations, and Fees

2-Day Foundations Program Only:

#### Coaching and Mentoring Individuals and Teams

See website for upcoming session dates.

Online in the virtual classroom  
(9:00 am - 4:00 pm)  
\$2,650 + applicable taxes

5-Day Certificate Program (2-day foundations program + additional 3-day advanced workshop):

#### Certificate in Coaching and Mentoring Skills

See website for upcoming session dates.

Online in the virtual classroom  
(9:00 am - 4:00 pm)  
\$4,150 + applicable taxes

#### Complete Registration Details:

seec.online/FAQ

#### Technical Requirements:

seec.online/techreq

#### Our Participants Say it Best:

*"The coaching program combined great teaching, models that are easy to apply and an array of tools that could be taken away and used in the workplace...a really nice mixture of theory and practical."*

**Alison Cocking,**  
Clinical Director, Marketed Services,  
Trillium Health Partners



#### Get the whole picture.

Preview detailed program content, instructor bio and program details online.



See Complete Content / Register Today



<https://seec.online/13193>

Tel.: 416.736.5079 | 1.800.667.9380  
or email [execedinfo@schulich.yorku.ca](mailto:execedinfo@schulich.yorku.ca)