



**NIPAM**  
NAMIBIA INSTITUTE OF PUBLIC  
ADMINISTRATION AND MANAGEMENT



# COACHING AND MENTORING

DEVELOPING PEOPLE TO DEVELOP PEOPLE

The focus of this course is on the role that learning conversations, mentoring and coaching can play in the development of a public servant. The overall aim of the course is to enable participants to fully understand the role coaching and mentoring can play and will equip participants with the knowledge and skills to use coaching and mentoring.

## Course objectives

- To provide highly effective coaching and mentoring skills that can be put into practise immediately,
- To develop listening, questioning, feedback, motivating and guiding skills,
- Deal with issues of confidentiality and
- Assist the participants with their personal and professional development

## Learning outcomes

- Identify the difference between coaching and mentoring
- Describe the benefits of coaching and mentoring to both the individual, team and organisation,
- Understand when and where to use coaching and mentoring,
- Identify the characteristics of an effective coach or mentor,
- Define and apply essential coaching and mentoring skills such as questioning, listening and establishing trust and,
- Create development plans fo employees from coaching or mentoring sessions

## Target Group

This course is designed for all staff who manage others

Date: 10 - 14 July 2017 (5 days)  
Time: 08:00 - 16:30  
Register by: Tuesday, 27 June 2017  
Fee: N\$ 3, 500 per person

**ENROL  
TODAY**

**For more information contact:**

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