



Handout:

Mentoring and Coaching

Mentoring and Coaching: Essential Leadership Skills

Mentoring:

- A long-term relationship focused on personal and professional growth.
- Provides advice, feedback, and support.
- Benefits:
 - Enhances skills and boosts confidence.
 - Offers career development opportunities.

Coaching:

- A short-term relationship focused on specific skills or goals.
- Involves guidance through questions, feedback, and encouragement.
- Benefits:
 - Improves performance and achieves specific objectives.

Key Components:

1. **Building Trust:** Mutual respect and trust are essential.
2. **Active Listening:** Understand needs, goals, and concerns.
3. **Setting Goals:** Clear, achievable goals provide direction.
4. **Providing Feedback:** Specific, actionable feedback focused on behavior.
5. **Encouragement and Support:** Help overcome challenges and stay motivated.
6. **Continuous Learning:** Encourage ongoing development.

Steps to Effective Mentoring and Coaching:

1. **Initiate the Relationship:** Establish rapport and set expectations.
2. **Assess Needs and Goals:** Identify strengths and areas for improvement.
3. **Develop a Plan:** Create a structured plan with objectives and timelines.
4. **Implement the Plan:** Regularly meet to discuss progress and provide feedback.
5. **Evaluate and Reflect:** Periodically evaluate progress and celebrate successes.