

## Coaching and Mentoring for Excellence

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### A 3 or 4 Day Workshop for Government Leaders

#### Workshop Overview

Increasing demands on the Federal workforce are requiring organizations to perform at higher levels with fewer resources and staff, and the leader's job is to make that happen effectively and efficiently. Whether guiding employees to grow professionally or helping employees during periods of change and transition, coaching and mentoring lets leaders be seen as results-oriented professionals who inspire confidence and dedication from their staff.

This Coaching and Mentoring workshop is hands-on, reality centric and tailored to government leaders. Participants share leadership challenges and solutions specific to government organizations. The instructor guides the learning through dynamic instruction, small group exercises, case studies, and hands-on application of proven techniques to plan and execute the development of government employees.

At the conclusion of this workshop the participant will be able to use Coaching and Mentoring to achieve a highly responsive, capable, innovative, and agile workforce of professionals who:

- Grow in their professional area of expertise
- Are inspired to achieve the mission
- Are champions of the leader's vision and values
- Lead the way by being strong role models who build trust, inspire confidence, and deliver superior team results

The handbook participants receive in this workshop is a powerful guide that you will refer to for immediate results. We also provide tools and resources that you will use to prepare for each coaching and mentoring session you conduct.

Your experienced instructor not only assists each participant in developing professional growth and improvement goals, but also passes on valuable *how-to* techniques from years of leadership experience in coaching and mentoring government employees.

All attendees will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools and research developed and gathered over decades by our instructors. Toolkits include items such as checklist, tips and techniques, sample documents, forms, academic and government studies, and numerous other tools to help you use your new skills immediately.

## Topics Covered in this Course Include:

### **Acquire the Ability to Coach and Mentor Those Around You**

- Explore and assess coaching and mentoring core tools
- Define and Construct Your Personalized Coaching and Mentoring Leadership Philosophy
- Receive feedback on how your coaching and mentoring skills appear to others
- Learn key coaching and mentoring strategies to help employees reach the next level of performance and make productive choices concerning the direction of their careers
- Learn how to identify and build your employee's natural strengths that lead to mission success
- Discuss barriers to acknowledging differences and valuing those differences
- How to use 360 Degree Survey feedback
- Understand the three key factors to conduct effective coaching and mentoring sessions
- Learn how to identify other people's learning styles so you can coach and mentor more effectively
- Build a fast, simple personal plan for your coaching or mentoring success
- Construct a Mission Based Leadership Approach to Coaching and Mentoring
- Specify a Leaders Coaching and Mentoring Goals
- Learn how to build an effective Leadership Team using Coaching and Mentoring
- Explore relationships between the elements of building personal power, respect and effectiveness in the coaching and developing process
- Effectively implement change through Coaching and Mentoring