

2012 COACHING & MENTORING TRAINING COURSE BROCHURE

These days the fate of organisations rests on their ability to attract and retain the best people. Successful organisations use coaching and mentoring as a primary and critical talent development strategy. The NZ Coaching & Mentoring Centre works with organisations who want to be more strategic in how they use mentoring and coaching to enhance leadership and learning. They provide specialist training to individuals and organisations throughout, NZ, Australia and the UK.

OUR COURSES:

- > update you on the latest thinking around coaching, mentoring, and management
- > provide a proven systematic approach that gets results
- > are aligned with international standards of practice
- > provide professional recognition and certification.

THE MENTOR'S TOOLBOX

Making the most of mentoring

This course will improve your ability to build significant mentoring relationships and dramatically increase your confidence in the role.

LEARN HOW TO

- > Start & sustain successful mentoring relationships
- > Avoid the 8 most common pitfalls in mentoring
- > Run a powerful mentoring session
- > Use mentoring tools to get results
- > Use feedback effectively in the mentoring process
- > Keep things on track and focussed on the mentee's goals.

WHO IS IT FOR?

Corporate mentors, managers, co-ordinators of mentoring schemes, consultants, and those finding themselves in mentoring and coaching roles in their workplace or community.

DATES 2012

Thursday 19 April:
Auckland ICA Conference Centre, Parnell, Auckland. **MT1204**
Thursday 14 June: Rydges Hotel, Wellington. **MT1206**
Thursday 8 November:
Auckland ICA Conference Centre, Parnell, Auckland. **MT1211**
TIMES 9.30am – 4.30pm COST \$495 +GST per person

GETTING RESULTS THROUGH FEEDBACK

A coaching approach to feedback conversations

This 4 hour workshop focuses on feedback as the critical link between potential and performance. It provides an opportunity to bring along your feedback challenges and take away tools that are immediately useful for feedback conversations in the workplace.

LEARN HOW TO

- > Use the E3 Feedback model as a platform to coach for performance
- > Turn around defensiveness and 'after shock'
- > Maintain loyalty and engagement in feedback exchanges
- > Empower the receiver to take a leading role
- > Ensure 360 degree feedback motivates
- > Use tools for difficult conversations.

DATES 2012

Thursday 30 August:
Oakridge House, Carrington Road, Mount Albert, Auckland. **FB1208**
TIMES 1.00pm – 5pm COST \$295 +GST per person

MANAGERS AS COACHES

Developing people and performance

This course is an introduction to the coaching process and will give managers the confidence to take a coaching approach to managing performance. It offers tools for coaching conversations and provides skills for confronting poor performance in ways that maintain or enhance people's self esteem.

LEARN HOW TO

- > Coach staff for successful performance
- > Leverage the results of coaching in your organisation
- > Raise staff engagement levels
- > Overcome the barriers to effective coaching within your organisation
- > Avoid the 8 most common pitfalls when coaching
- > Use a 4 step framework for a coaching conversation
- > Master the art of questioning and listening skills
- > Use feedback that motivates
- > Use a 5 step tool for difficult conversations

DATES 2012

Wednesday 8 August:
Auckland ICA Conference Centre, Parnell, Auckland. **MC1208**
TIMES 9.30am – 4.30pm COST \$495 +GST per person

PROFESSIONAL MENTORING & WORKPLACE COACHING SKILLS

Certificated course in association with Unitec NZ, Level 7, Credits 15

This 5 day, certificated course is for people who want to move in to significant mentoring or coaching roles within their organisation or for independent practitioners. Develop your coaching skills via demonstrations, live practice and work based tasks.

Come away with a thorough understanding of the coaching process and in depth training on specific tools to use with clients/learners. All those who successfully complete the course receive a certificate from Unitec NZ.

DATES 2012

15, 16 and 17 February. 15 and 16 March. **PMWCS1202**
VENUE Oakridge House, Carrington Road, Mount Albert, Auckland.
TIMES 9.30am – 4.30pm COST \$2450* plus GST per person.

25, 26 and 27 July. 21 and 22 August. **PMWCS1207***
VENUE Oakridge House, Carrington Road, Mount Albert, Auckland.
TIMES 9.30am – 4.30pm COST \$2650* plus GST per person.

*Participants will receive one telephone coaching session post course with a NZCMC professional coach.

*For NZ citizens or permanent residents.

New Zealand COACHING & MENTORING CENTRE

THE POWER OF PEER COACHING

Tools for coaching and mentoring groups

A low-cost and high impact approach to group coaching that doesn't require a professional coach in the mix. By using a range of simple yet powerful coaching tools with colleagues, individuals can tap in to the hidden resources within the group to gain insights and awareness that lead to coaching solutions.

THIS SKILLS BASED WORKSHOP

- > Introduces peer coaching and the peer coaching toolkit
 - 7 tools for coaching groups
 - > Provides training in using the toolkit
 - > Equips you with all you need to start a peer coaching group for yourself
 - > Shows how organisations are using peer coaching groups for leadership development, ongoing coaching and change management.
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- Bring along colleagues to form your own coaching group or connect with other course participants if you choose.
 - Incorporate it into your leadership development programme
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- ✔ Easy to learn ✔ Handy booklet ✔ Serious fun

Comments from participants:

"A positive and affirming introduction to an extremely useful process"

"Creatively professional"

"Best course all year – recommend all staff do this"

"Survival at work"

Participants walk away with an effective system for coaching that is ready to use.

DATES 2012

Tuesday 14 August:

Oakridge House, Carrington Road, Mount Albert, Auckland. PP1208

TIMES 9.30am – 4.30pm COST \$495 +GST per person

Featured in the American Society for Training & Development Conference 2007 & 2008

MENTORING & COACHING PROGRAMMES

We have a proven track record in assisting and supporting organisations to establish their own in house mentoring & coaching programmes. We can set up a scheme for you or use our expertise to fast track your progress by helping you

- > to clarify your goals for the programme
- > design and develop policies and procedures to ensure the programme is fit for purpose
- > with training for mentors and mentees.

A one hour free consultancy meeting is available for organisations who are wanting to build their internal coaching capability by introducing a mentoring or coaching programme.

ON SITE TRAINING

Bringing these courses to your own organisation makes sense. An in house course can be customised to meet your specific needs, is cost effective and enhances organisational learning by ensuring everyone is on the same page. Please email or call us to discuss training options for your staff or how you might introduce mentoring to your organisation.

EXECUTIVE COACHING & LEADERSHIP MENTORING

The New Zealand Coaching & Mentoring Centre has a team of carefully selected professional coaches and mentors who work with individuals, teams or organisations internationally.

Professional mentoring and coaching can fast track leadership development, increase results in the work and help people focus on what's important.

Visit our website for more details and profiles of our coaches & mentors:
www.coachingmentoring.co.nz

or contact NZCMC Director & Lead Coach
Loretta Brown for a no obligation discussion
on: +64 21 121 3543

Aly McNicoll

021 304 761 or aly@coachingmentoring.co.nz

Wendy Baker

021 613 105 or wendy@coachingmentoring.co.nz



How to enrol

Use this form

OR enrol online at www.coachingmentoring.co.nz

OR email events@coachingmentoring.co.nz

Course:

Course number and date:

Cost \$

Credit Card: Visa / Mastercard Expiry Date

Name on card

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Discounts

Discounts are available for groups. Please enquire.

Name:

Organisation:

Address for Invoice:

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Fax: Phone:

Email:

Fax Back this side to (09) 817 2354

Cheque: Make cheque payable to NZ Coaching & Mentoring Centre

Mail to: PO Box 106415 Downtown, Auckland.