

"Executive Coaching & Mentoring Workshop"

Be an effective Coach and Mentor – Growing our "GIANTS" for Success!



Introduction

Coaching & Mentoring is the most needed management skill in our time. The best optimization of our people in today's business is to draw out the hidden potentials in our people. In most organizations, in fact only are able to tap about 20% of their people's potentials in our study. Thus if managers start to appreciate this wonderful role of managers to draw out the potentials to fulfill their optimum best, then everyone including the organization will surely benefit.

This program is packed with key drivers that will help, inspire participants to lead, coach and mentor their people effectively.

Program Objectives / Learning Outcome:

At the end of the programme, participants will learn to

- 1) To understand the principles and roles of coaching and mentoring (and counselling as well).
- 2) Acquiring the skills required as an effective coach and mentor.
- 3) Equip the skills of engaging their people to optimize performance using the "GROW" Model and "OR²A²" Model.
- 4) Understanding the importance as a leadership role.

Profile of Program Facilitator & Coach

Dr. Daniel Choo DTM is an experienced well sought after leadership and organizational change professional. Serving and providing consulting solutions to Fortune 500 customers i.e. HP, Intel, KPMG, SonyEricsson, Philips, DiablerChrysler, Mitsubishi Electric, Murata, Nomura, etc., He has been in corporate training, facilitating and coaching management groups from all over the world engaging them in being the catalyst of change to their organizations through their leadership role modeling.

He holds a **PhD in Business Management. A Distinguished Toastmaster. USA. Past Division Governor serving HK, Macau, Thailand and Singapore. A Certified Coaching member with ICF, IAC and APAC.**



His **consulting work** involves diagnosing development areas in inter and intra-workgroups communications, coordination and conflict management processes in clients' organizations and coming up with measurable and sustainable solution roadmap through personality-task fit profiling, counseling, coaching, training, performance feedback processes and standards consulting.

His **coaching** work involves one to one sessions with Senior Management and small group coaching for Senior Corporate Executives in the areas of Organizational leadership, business strategic planning session, creating value change through innovative Blue Ocean cutting edge strategies. He flies with management teams for their annual retreats and helps them to come out with future strategy for their organization roadmap.

Daniel has worked with organizations including **Intel, Hewlett Packard, Sony Ericsson, Philips, Nomura, Murata Electronics, Mitsubishi Electric, Daimler Chrysler, SSMC, KPMG, Fairchild Semiconductor, Singapore Power, TIMKEN, AC Nielsen, EPCOS, Siemens, Media Corp, SPH, IDA, Prime Ministers Office (ITD), MAS etc.,**

"Executive Coaching & Mentoring Workshop"

Be an effective Coach and Mentor – Growing our "GIANTS" for Success!

Target Audience

Directors; Managers; Supervisors and Executives who need to lead and create high impact influence for their people.

Program Duration - 3 options:

2 days for 16-20 pax maximum per class (intensive)
1 day for 16 to 20 pax maximum per class (Express)
4 sessions of 3-hour coaching (progressive mode)

Program Outline

Module 1: Coaching Paradigm – Concepts of People Motivations for effective Coaching & Mentoring.

Module 2: Coaching & Mentoring for Success. – Personnel-Management Cycle – 7 Keys to effective Coaching, Mentoring and Counseling.

Module 3: Practical Coaching Skills – GROW Model and OR²A² Model – Role Playing.

Module 4: Coaching as a Leadership role – Leader's Perception, Empowerment and growing "GIANTS". -

Module 5: Leadership Influence and Practices – Kouzes & Posner "CIEME" Leadership Profiling Indicator.

Module 6: Common Performance Coaching Problems. 8 Steps Appraisal Coaching Process. Characteristics of Mentoring Leaders.

Programme Methodology

We include **humor and colorful stories** from our corporate management career as well as personal life to lighten the mood.

Interactive Experiential Learning Workout & Action Learning

Participants will get to talk about the current challenges that they are facing, what have they done and how did they do it to manage their current challenges via **a variety of energizing activities with intensive and fun interactions!**

Participants will be facilitated to talk about what have worked for them and what didn't and the reasons for it as they have perceived it to be.

They will identify their own situations from case studies shown from tested video training materials.

Break up into smaller teams to brainstorm on solutions and come to a consensus on how they will manage those situations.

The facilitator will guide them in cases where their solutions are either not practical enough or convincing enough by giving live demonstrations of techniques with a clear process and framework using handy toolkits based on different case scenarios and people of different personality

Closing the Feedback Loop through Engagement (Role-play) Practice

Participants will then put what they have picked up into actions through role-play practices. During the role-play, feedback will be given through self, peer, and facilitator critique

Application of Concepts

Towards the end of the workshop, participants will be facilitated to develop their own individualized S.M.A.R.T action plan for them to implement learning back at work