

## SCRIPTS: CONCEPT OF COACHING AND MENTORING

### Cover Page – Slide 1

I welcome you all to this exciting session on Concept of Coaching and Mentoring.

Many people confuse mentorship and coaching, but they are two distinct concepts. They have a lot of things in common, but they also have a lot of things that set them apart.

Following are some of the distinctions:

1. In coaching, the relationship is driven by the coach; in mentoring, the relationship is driven by the mentee.
2. Coaching is standardized, whereas mentoring is tailored to the individual.
3. In Coaching, performance is measured, but not in Mentoring.

### Learning Outcomes – Slide 2

Therefore, the Learning Outcomes for this session would be as follows:

- Explain Coaching and Mentoring
- Differentiate between Coaching and Mentoring
- Enumerate the advantages of Coaching and Mentoring
- Relate Coaching and Mentoring to skills development and job performance

### Who is a Coach? – Slide 3

***Coaches are interested in how you as an individual performs in various tasks. They observe you practicing specific abilities and identify places where you might improve. You'll take their suggestions into account, practice again, and continue the procedure.***

Coaches assess your potential and uncover the behaviors and thought patterns that are preventing you from realizing that potential. After that, a Coach would assist you in breaking negative habits and becoming a champion.

## Reasons for Coaching – Slide 4

You may be wondering why coaching is necessary, here are the reasons for Coaching:

1. Build Skills
2. Enhance progress of the Project at hand
3. Solve problems
4. Develop careers

## Strengths of Coaching – Slide 5

Coaching has its advantages and strengths as follows:

1. Empowers the individual to become involved in his/her development
2. Requires initial involvement and skills level on the part of the learner
3. Encourages active involvement, practical and theoretical
4. Focuses on very specific areas of the learning requirement
5. Allows very clear review of progress from both/all parties involved

## Who is a Mentor? – Slide 6

***A mentor can assist you in your personal and professional development. They are more concerned with your overall development than with specific skills that can be learned with practice.***

A Mentor is usually in a more senior position that the mentee aspires to. As a result, the mentor's experience is priceless to the mentee.

Their relationship goes beyond fixed training and is more of a mutually beneficial relationship in which they share their diverse experiences for mutual learning and development.

In short, mentors can coach their mentees, but they also offer advice and guidance based on their own experiences.

It is critical to note that a mentor should not be the Mentee's direct manager. It could become a conflict of interest if a manager is also a mentor.

***To build a successful mentoring relationship you need trust, an acknowledgement of each other's goals, and a commitment to helping each other grow. There's no reason a mentor can't also benefit from helping their mentee.***

### **Reasons for Mentoring – Slide 8**

The following are the Reasons for Mentoring:

1. Taking advantage of “experience as the best teacher”
2. To obtain synergy
3. A means of perpetuating positive action
4. Mentoring is part of the natural transition of life.

### **Strengths of Mentoring – Slide 9**

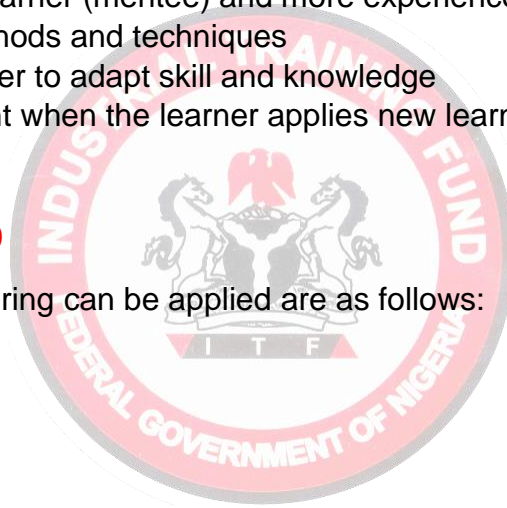
The advantages and Strengths of Mentoring are as follows:

1. Encourages discussion and flexible application in workplace
2. Builds rapport between learner (mentee) and more experienced master
3. Reinforces preferred methods and techniques
4. Motivates individual learner to adapt skill and knowledge
5. Provides a reference point when the learner applies new learning

### **Areas for Mentoring – Slide 10**

Examples of areas where Mentoring can be applied are as follows:

1. Career/Profession
2. Specific work operation
3. Family/Spiritual
4. Health/Fitness
5. Educational
6. Social/Protocol
7. Ethical
8. Financial



### **Guide for Mentoring – Slide 11**

So, a mentoring relationship should generally follow or adopt the following guidelines in order to attain a fruitful relationship:

1. Create a positive environment
2. Nurture positive environment
3. Promote Autonomy
4. Share Successes and Failure
5. Acknowledge Small Success
6. Promote Mutual Protection
7. Ensure Balanced Communication

## **Differences between Mentoring and Coaching – Slide 12**

Mentoring and Coaching have significant differences in the way they are applied, the following are some of the differences:

1. Mentoring is long term while Coaching is time bound.
2. Mentoring is non-evaluative while Coaching is evaluative
3. Mentoring is driven by the Mentee while Coaching is driven by the Coach
4. Mentoring is highly personalized while Coaching is repeatable
5. Mentoring is for holistic development while Coaching is measurable skill improvement

## **Pre-requisites for Coaching and Mentoring – Slide 13**

For any person to function effectively as a Coach or a Mentor, the following pre-requisites have to be met:

1. Knowledge and experience in the relevant areas of expertise
2. Have positive attitude towards helping others
3. Confidence in the support from senior management and the company generally
4. Awareness of the objectives and how they apply in structured learning
5. Competency in getting the message across clearly and precisely
6. Experience in reinforcing learning practically
7. Ability to explain matters in different way to overcome “blockage”

## Conclusion – Slide 20

Hey, so in the past few minutes, we have been able to look at:

1. Who is a Coach?
2. Reasons for Coaching.
3. Strengths of Coaching.
4. Who is a Mentor?
5. Strengths of Mentoring
6. Areas for Mentoring
7. Guide for Mentoring
8. Differences between Coaching and Mentoring

And lastly, the Pre-requisites for functioning as a Coach or a Mentor

I also like to add that the difference between Mentoring and Coaching is not sharp and so, it is recommended that a combination of both should be applied by organizations in the training and retraining of their work force for organizational growth.

Thank you and I will see you again in the next session. Stay Safe. Bye