



# Coaching and mentoring for Project Managers

Duration: 1 Day (or 2 half days)

“ PM-Partners have been leaders in training and professional certification for over 20 years.

Our trainers are highly qualified, practitioners in their chosen fields. ”

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## Overview

“Coaching is about creating a supportive environment in which the individual has the confidence to explore new ideas, challenge their thought processes and set personal goals”.

John Freeway

“Mentors offer clear thinking space, challenge assumptions and help the individual to ‘raise the bar’ in terms of realising their potential”.

Anna Britnor

## Course Objectives

This course will provide participants with the guidelines for delivering effective, timely coaching and/or mentoring to their project team members and/or to new project managers.

Successful completion of this course will enable participants to:

- » Understand the role and importance of coaching and mentoring within the project management environment
- » Recognise the elements of effective coaching and constructive feedback
- » Provide effective positive and constructive feedback as appropriate
- » Manage unsatisfactory performance, and reward outstanding performance
- » Commit themselves to the role and responsibilities of effective coaching/mentoring

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## Who should attend?

This course is designed for

- » Project Managers
- » Programme Managers

## Prerequisites

There are no formal prerequisites for attending this course.

Participants may be required to complete a pre-course self-appraisal and to consider particular areas for development.

## Development Units

Participants who have been awarded the Project Management Professional (PMP)<sup>®</sup> credential by the Project Management Institute (PMI)<sup>®</sup> are eligible to earn **7 PDUs** for their participation in this course (7 Leadership).

Participants holding any of the Project Management accreditations (CPPP /CPPM/CPPD) are eligible to earn **14 CPDs** for this short course.

## Course Summary

### Self-appraisal review, debrief and setting objectives

Identify reasons for becoming a coach / mentor and individual leadership styles. Assesses communication effectiveness. Identify personal areas for development.

### What is coaching and mentoring?

Understanding the difference and benefits of each. Key skills involved. Mentoring diagnostics.

### The coaching and mentoring toolkit

The role of communication. Learning styles and the 4MAT system. Building rapport. Active listening and questioning skills. Instructional presentation.

### Building an effective coaching/mentoring plan

Developing and evolving the plan. Providing feedback.

*Each topic covered will involve individual practice and comprehensive feedback sessions.*

## Course Delivery

Trainers of this course will use a practical delivery approach to provide participants with a 'hands-on', multi-faceted and challenging learning experience.

This course can be held on-site or at our premises. All courses can be customised to suit your requirements.

Optional training modules may be added to this course to cover more advanced aspects of communication, presentation and audience management, and additional practical application exercises.

**Materials:** A comprehensive participant handbook is provided which includes tools, templates and checklists ready for use.