



HUMAN RESOURCES AND TRAINING

Coaching, Mentoring & Career Development for Success

Course code: HRT-065

SPARK TRAINING

Professional training courses for leaders, specialists, and organizations seeking practical capability development.

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— Workshop Overview

Organizations increasingly recognize the value of coaching and mentoring as powerful tools for improving performance, developing talent, and supporting career growth. This course provides participants with practical coaching and mentoring techniques that enhance employee development, strengthen communication skills, and create a supportive environment for continuous learning and organizational success.

Why Attend

The course adopts an interactive and practical approach using presentations, role plays, group discussions, coaching and mentoring simulations, self-assessments, practical exercises, case studies, and workplace scenarios.

Who Should Attend

HR professionals
Managers and supervisors
Team leaders
Learning and development specialists
Coaches and mentors
Talent management professionals
Professionals responsible for employee

— Learning Objectives

- Understand the principles and practices of coaching and mentoring
- Differentiate between coaching, mentoring, and counselling approaches
- Apply communication techniques that support learning and development
- Conduct effective coaching and mentoring sessions
- Support career planning and employee development initiatives
- Manage workplace challenges through coaching techniques
- Develop practical action plans to improve organizational performance

— Course Outline

DAY 1

Foundations of Coaching and Performance Development

- Understanding different coaching approaches used within workplace environments
- Differentiating between coaching, mentoring, and counselling practices
- Developing essential coaching competencies that improve performance outcomes
- Assessing coaching capabilities and areas for improvement
- Understanding ethical responsibilities and professional standards in coaching relationships
- Exploring structured coaching frameworks and performance improvement models

DAY 2

Communication Skills for Effective Coaching and Mentoring

- Understanding communication preferences and interpersonal styles
- Developing active listening skills to improve coaching effectiveness
- Applying structured listening techniques during coaching conversations
- Using questioning techniques to support learning and development
- Understanding verbal and non-verbal communication dynamics
- Practical exercise: Conducting effective coaching discussions and sessions

DAY 3

Mentoring Skills and Relationship Development

- Understanding the purpose and value of mentoring within organizations
- Exploring approaches to organizational mentoring programs
- Reviewing commonly used mentoring techniques and practices
- Understanding formal and informal mentoring relationships
- Identifying common challenges and improving mentoring effectiveness
- Practical exercise: Conducting structured mentoring sessions

DAY 4

Career Development and Learning Principles

- Understanding learning processes and human development concepts
- Exploring workplace learning and development approaches
- Understanding individual learning preferences and development styles
- Applying best practices for career growth and professional development
- Conducting personal strengths and development assessments
- Linking career planning with talent development initiatives

DAY

5

Coaching for Organizational Performance and Sustainability

- Understanding common workplace performance and behavioral challenges
- Exploring employee support and workplace wellbeing approaches
- Managing workplace disagreements and conflict situations effectively
- Applying coaching methods to improve relationships and reduce conflict
- Evaluating organizational readiness for long-term development initiatives
- Developing personal action plans for continuous growth and workplace application

— Upcoming Classroom Dates

DATE	LOCATION	FEE
5 - 9 October 2026	Frankfurt - Germany	€1,625
12 - 16 October 2026	Kuala Lumpur - Malaysia	€1,400
9 - 13 November 2026	Amsterdam - Netherlands	€2,125
16 - 20 November 2026	London - United Kingdom	€2,100
7 - 11 December 2026	Kuala Lumpur - Malaysia	€1,400
14 - 18 December 2026	Munich - Germany	€2,125
21 - 25 December 2026	London - United Kingdom	€2,100
4 - 8 January 2027	London - United Kingdom	€2,100

— Certificate and Registration

Participants who attend and complete the full programme receive a SPARK Training Certificate of Completion. For registration, in-house delivery, or availability questions, contact info@sparktraining.eu or +31 85 115 0004.