

Let's - Live Coaching

Life Coaching

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○ Mentoring Programmes



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Mentoring for Employees



Mentoring Programs for Employees: 3, 6, and 12 Months

To ensure that your new employees are abreast with your company's policies and workings, setting up a mentoring program can be beneficial. However, having the right intentions is not always enough. You should also put in some effort to develop and implement a mentoring program for new employees at all stages. Alternatively, you could save considerable resources and rely on professional coaching services that regularly provide mentoring programs for employees. Before you begin, list down the objectives of the mentoring program and what you hope to achieve at the end of each session. These objectives could include:

- Enhanced skill set
- Improved company image
- Improved job satisfaction and moral
- Better self confidence
- Positive attitude and retention
- Enhanced creativity
- Enhanced leadership abilities
- Increased productivity

You could also decide the type of arrangement most suitable for mentoring – would you prefer a formal or an informal setting or whether you prefer individual or group mentoring. With help from the right professionals at Let's Live Coaching, you can develop a practical, result oriented and resourceful mentoring program. **We currently offer these sessions that last 3 months, 6 months and 12 months, depending on the nature of the sessions and the position of the employee.**

Important considerations you should make

Apart from deciding on the nature of the mentoring program, you can also choose the level of involvement of the manager or mentor. It is up to you to decide how much authority a manager has over the employee in comparison to the mentor. This will not only help you set boundaries but also help manage your budget in an effective manner. **Another important consideration you must make is choosing the right mentor.**

To implement an effective mentoring program, you can choose any professional who is temporarily suited. Since the program itself will not run beyond a few months, you can assign different employees to handle mentoring. It is not always necessary to seek help from the senior most professionals.



While the post and designation of the mentor is not of utmost importance, their skills are. **Choosing the right mentor can help a new employee grasp the concepts easier and help create a stable path of communication.**

Mentors at Let's Live Coaching are helpful, patient and attentive when it comes to communicating with employees. **The ideal mentors also exhibit great energy levels and enthusiasm when working in a team and are known for their leadership and communication skills.**

The right mentor is also well connected within the organization and has a broader perspective of the employee's progress. Our mentors often hold discussions with managerial professionals in mapping and analyzing the progress of employees and using the right methods to achieve more. They are also trained in working with less experienced employees and show understanding and patience.

Our employee mentoring programs

Employee mentoring programs are generally scheduled over a period of a few months. Depending on the how intensive the program is geared to be, we offer program sessions that last between three months and a year. Apart from working with new employees in your organization, we also organize training sessions for senior professionals who can provide mentorship themselves. **However, before we begin working with your senior professionals, it is important to choose the right mentors.**

Start by choosing positive employees that are agile, flexible, enthusiastic and open minded. **You can also pair up mentors and employees based on their work experience, hobbies, skills and other common grounds.** A reliable way to find the right mentors for unique new employees is to talk to managers who directly work with senior employees and hold discussions on their strengths and weaknesses.



Mentoring Programmes for Managers



Mentoring Programs for Managers: 3, 6, and 12 Months

Stepping up from the post of a regular employee to manager can be a drastic transition for many. **With new roles and responsibilities and increased expectations, you must provide as much help and support to your new managers to help them excel.** Mentoring programs for newly appointed managers are an excellent way to train and equip them to handle their positions with ease. At Let's Live Coaching, we offer professional, practical and affordable mentoring programs for your new managers. Depending on your unique requirements and level of expertise, we offer Mentoring scheduled for three months, six months and twelve months.

Common challenges faced by new managers

Some common challenges faced by new managers in any organization or department include adapting to new and unfamiliar environments, navigating through office dynamics, and lacking the support or resources in the new department. Other problems faced by newly appointed managers could be lack of training and experience in soft skills and undetermined strategies to achieve the desired objectives. **With the right mentoring program, new managers were found to provide better return on investment and employee retention.**

ROI for managerial mentoring programs

Some of the biggest benefits to the mentee **include providing the necessary management tools to increase self confidence, expand skill set, and accelerate development of these skills.** It is estimated that some of the main reasons behind the lack of growth in terms of skill and leadership in managers is owing to inhospitable working environments, lack of opportunities in terms of career advancement as well as quality of supervision by the mentor.

With the right mentoring, managers are also trained to be more professional in their approach and encourage collaboration wherever necessary. Regular mentoring also results in quicker incorporation of your organization's culture and philosophies, creating a sense of belonging and commitment. Mentoring for managers also allows them to grow personally and professionally owing to constant interaction with trained senior professionals and mentors.

The benefits of providing mentoring to new managers are not limited to the mentee alone. In fact, the mentor and your organization on a whole can enjoy great returns with effective planning and implementation of these programs. As a mentor or an organization, you can use the **increased productivity of your new manager to enhance your knowledge and experience.** You are also increasing the



influence of the mentor within and outside the organization, expanding their contact list and allowing them to obtain peer recognition. **Apart from professional and personal growth as a mentor, your senior employees can exponentially bring growth within your organization and become important names in terms of leadership.**

The ideal mentor for new managers

When considering mentors for new managers in your organization, you should make a few considerations. These traits and factors can help you choose the best mentor for your employee. Ensure that both the mentor and the manager are willing to work with each other. With voluntary participation, you can enjoy a greater degree of success as opposed to forced mentorships. **Choose senior employees that are knowledgeable, experienced and patient with new managers.** Voluntary participation ensures that both parties are interested in working together and enjoy greater flexibility when it comes to sessions. It is also important to choose mentors that are unbiased and impartial towards their mentee.

Unlike supervision or coaching, mentoring is a team effort that requires unbiased analysis and feedback sessions that help newly appointed managers growth from strength to strength. Impartial mentors tend to bring better results as they are not opinionated or biased in any way. One of the important factors that influence the overall mentoring program between new managers and mentors is trust. **Ensure that your senior employee is able to build a comfortable working relationship with the manager.**

Mentoring Programmes for Executives



3, 6, 12-Month Mentoring Programs for Executives

Our mentoring programs for executives are designed to help you successfully handle and negotiate the various challenges that you regularly come across in the corporate world. With organizations evolving and technologies changing at a break-neck pace, it's important for you to adapt to the changing nature of businesses. With our mentoring programs you will always stay a step ahead of the others, and be able to contribute more effectively to the growth and development of your company.

Under the guidance of our business coaches and mentors you will not only learn extensively about management theories and principles, but also get to practice a range of skills, which are considered indispensable in business today. We will help you master powerful NLP (Neuro-Linguistic Programming) to help you grow professionally on several levels – you will gain clarity about your goals, become a more effective communicator and with a little practice an influential leader within your organization.

Our highly knowledgeable and vastly experienced business coaches will provide useful pointers about controlling project parameters, such as scope and time; explain how you can use business analytics to build strategic leads, and more. We will also help you learn and develop leadership qualities so that you can pro-actively effect changes in your department/company, build teams and manage them even under extreme pressure. It's not just management expertise that we aim for, but try to empower all our participants to play multiple roles – that of a leader, manager, and coach/mentor – all with equal panache!

3-Month Mentoring Program for Executives

From learning how to set realistic, yet challenging goals for your team members, to creating great working relationships within your team, our 3-month-long course will provide you with excellent opportunities to enhance your professional skills.

Here's a list of the takeaways from the program:

- **Effective communication** is at the heart of successful management and operations handling. During the program you will learn how to communicate effectively with your superiors, subordinates and peers, so that ambiguous communication never impedes your work.
- You will learn **how to develop better** professional relationships within your team.
- Setting **challenging targets** for yourself and your team members.
- Using **metrics to enhance individual ownership** of work and encourage accountability.
- You will learn several **techniques to improve** the performance of your team.



- **Creating customized training and development programs** for the staff is another important lesson that you will learn during the program.
- You will learn to **recognize and appreciate excellent work** done by your team members and how to deal assertively with those whose performance is below expected standards.

6-Month Mentoring Program for Executives

Our 6-month-long mentoring program helps you maximize your team's contribution to the company. You will learn to master NLP techniques to achieve greater personal and professional success. You will also learn how to manage talent and implement changes. As part of the mentoring program, you will even receive a 360-degree feedback on your growth as an executive from our experienced mentors.

Here's what you will take away from the program:

- **Excellent communication skills**
- **Ability to facilitate active engagement**
- **Skills for leading high-performance teams**
- **Talent management**
- **Resolving conflicts in the workplace**
- **Leadership skills**
- **Persuasion and negotiation skills**
- **Techniques to improve personal productivity.**

The program works on multiple levels and helps you gain skills and competencies that will prove invaluable in meeting your professional goals.

12-Month Mentoring Program for Executives

This program combines theory and practice in the right measure, to give you a distinct advantage over your peers in leadership, decision making, project management and improvement. As our life/business mentors work closely with you over a period of 12 months, **you will grow in ability and confidence, to become a leader within your organization.**

Here's what you can expect to learn from the program:

- **Communication skills for effective leadership**
- **Leading high-performance teams**
- **Leading with passion and energy**
- **Building the power of your brand**
- **Building trust**
- **Managing change for growth**
- **Risk management**
- **Marketing strategies including how to use analytics for driving performance**
- **Persuasion: Skills to change perceptions, attitudes, ideas and actions**
- **Conflict resolution**

Once you have completed the program you will feel empowered to take on the challenges of your job, and become an influential leader within your organization

Mentoring Programmes for Directors



3, 6, 12-Month Mentoring Programs for Directors

It's not easy being at the helm of affairs of an organization. You require sound knowledge of business, excellent decision making and interpersonal skills, ability to motivate and inspire your employees, and above all, a grim determination and tons of confidence to make a successful company director.

Just as great tennis players or world leaders, are not born with the ability to send down aces at will or give eloquent speeches; great company directors are not born with the skills that would help them steer companies to growth. **They acquire these skills and competencies through years of learning and practice.**

We, at Let's Live believe that it's possible for you to learn and develop qualities that any excellent director of an organization is expected to have. Through our 3, 6 and 12-month-long mentoring programs, we try to help you achieve the transformation from being just another company director, to one who can actually make a difference to the company and its employees.

Our programs aim at empowering you to make positive changes to your life, so that you can make unique contributions to your company. With experiential learning, powerful NLP (Neuro-Linguistic Programming) techniques, and several other tools our business coaches and mentors will help you become an effective director who is enthusiastic, keen, committed and an absolute pleasure to work with/for.

3-Month Mentoring Course for Directors

Whether you are already on a company's board of directors or are hopeful of being elevated someday, there's a great deal for you to learn from our 3-month mentoring course for directors. From learning about how to handle board meetings, to identifying the right medium for expressing your concerns regarding the company; within a time span of three months you will get to learn, understand and practice key management and business concepts.

Through advice, guidance and support of a Let's Live mentor you will gain the ability to define realistic strategies to successfully meet your goals as a director and help the company reach its long-term goals. **We will introduce you to NLP tools and techniques such as mirroring and hypnosis to help you communicate clearly with employees and peers.**



Suggesting organizational changes and marketing approaches is an important part of a director's job. During the 3-month long program we will train you about different traditional and modern-day market strategies so that you can make a positive contribution to your company.

6-Month Mentoring Course for Directors

Meetings and discussions at higher executive levels play a crucial role in shaping the fortunes of a company. **Our professional life/business coaches and mentors can help you get more organized,** so that when you walk into a business meeting you are fully prepared to ask the right questions or air your concerns during discussions with other board members and company executives.

With power comes responsibility; with the director's post you will have a lot of responsibilities, many of them unique to your job. It will be our aim through the 6-month-long mentoring course to help you understand more about these responsibilities and empower you to fulfill them with considerable ease.

With the course covering a wide range of topics from an exploration of your inner-self to understanding how you and other people communicate, it is an exhaustive program that will help you **hone your capabilities as a director with able support from a Let's Live mentor.**

12-Month Mentoring Program for Directors

By emphasizing experiential learning this 12-month long course helps you internalize different concepts and techniques that you learn during the program so that they are strongly ingrained in you. Using a variety of developmental experiences including reflective journal-keeping, business school-style coursework, and 360 degree feedback we help you practice your skills as a company director in different situations and settings. **After completing your training you emerge a confident, thoughtful, and highly motivated director who can responsibly represent shareholders interests and guide company's management to achieve growth for all the stakeholders.**

Mentoring Programs for New Leaders



Mentoring Programs for New Leaders: 3, 6, and 12 Months

If you are embracing leadership roles in your organization, you may have to take up the role of a mentor. However before you proceed, it is beneficial to undergo training sessions on a leadership level. When considering mentoring in your company, it is important use a structured approach and that's where Let's Live Coaching can help.

The importance of mentoring for new leaders

In its simplest definition, mentoring can be defined as a transfer of thought or wisdom from an experienced and trusted individual to another. The same idea translates to business when a senior employee entrusts their knowledge and experience with a newer employee, allowing them to sharpen their skills and ascend the corporate ladder.

Being one of the most basic leadership skills, it is important to learn and adopt new methods of mentoring your employees. **Mentoring has always led to positive reactions in terms of performance and employee retention.** Generally, mentoring programs were geared towards top performers. Recently however, organizations have also been targeting the majority of employees who continue to perform satisfactorily.

With the intention of helping them excel and advance within the organization, new leaders are opting for innovative and customized training and mentoring programs to assess strengths and weaknesses of each employee. **As a leader, mentoring can be a rewarding experience for you, giving you a chance to grow personally and professionally.** With the right mentoring skills, you can reach out to your employees and understand their concern while devising new ways to improve quality, efficiency and productivity.

Our leadership mentoring programs

We provide varied mentoring programs for professionals newly adopting the role of a leader. **Our new leader mentoring programs are designed to attune you to the roles and responsibilities of the post and devise methods to achieve them.** Currently, we are offering three schedules for mentoring programs i.e. three months, six months and twelve months.

Depending on the nature of your new role and the desired objectives, we provide intensive training sessions and mentorship to gear you for leadership. **Some of the biggest benefits of choosing leadership mentoring programs at Let's Live Coaching include:**



- **Succession planning:** As an effective leader, you must strategize to ensure long term survival of your business. You must also make effort to map the foreseeable changes in the near future and adapt to these changes. Identifying the right mentors is a good way to ensure that your employees remain updated with the latest developments in business processes.
- **Decreased turnover:** As an experienced leader in your company, you can adopt many practices and methods to minimize employee turnover in your organization. By lowering undue pressure put on employees and regularly considering their needs, you can ensure job satisfaction and team spirit within the team. Whether you adopt anonymous complaints, one-on-one sessions or regular training programs, you can help your company scale new heights as a new leader.
- **Change management:** Understanding change and adopting new methods to deal with changes is one of the most important skills you will learn as an emerging leader. As a mentor and leader, you can help ease employees into the transition and allow them adjust to new roles and responsibilities.
- **Employee growth:** Through mentoring programs, your organization can gain from more educated, engaged and trained employees. By preventing mistakes and sharing lessons and ideas, you can shorten the learning curve and boost career development within the organization.

Our programs are designed with a team approach as our mentors gear you and your partners for effective leadership. We use simple, effective and innovative methods to groom you for the fast-paced corporate environment. **This new leader mentoring program is especially beneficial to younger entrepreneurs working on start-ups and small businesses.**



Mentoring Programs for Entrepreneurs



Mentoring Programs for Entrepreneurs: 3, 6, and 12 Months

As an entrepreneur and business leader, one of your main responsibilities includes analyzing the performance of your employees and helping them excel. One of the most effective methods of connecting and communicating with your employees is through mentoring. With an effective mentoring program in place, you can ensure that your employees understand the philosophies and work culture of your organization and adapt to them seamlessly. While mentoring can be a rewarding experience, it needs practice and patience.

Mentoring can provide great personal and professional satisfaction as you are connecting with your employees in realizing and achieving your dreams. Before you decide to add mentoring to your entrepreneurial duties, it is important to first understand your reasons for choosing the program. Determine your skill set and what you can offer before you seek a training program in mentoring.

What our mentoring programs will teach entrepreneurs

As an entrepreneur, you are not only responsible for the survival of your company, but also mentoring your employees and inspiring them. By holding regular sessions like training programs, one-on-one talks and other methods, you can become a successful entrepreneur and leader. With Let's Live Coaching, you will learn to adopt many skills and learn how to mentor your employees the right way.

Among these skills of mentoring include:

- **Method of contacting employees:** Depending on your style of mentoring and relationship with the employees, we can help you find the right method of contact and communication. Whether you prefer e-mail, telephone or personal meetings, we can help you develop the right logistics. If you are choosing indirect methods contact like phone or email, we can help you divide responsibilities and help you make the best use of your existing resources.
- **Right frequency of reaching out:** It is important to balance all your duties in a smart manner to ensure that no responsibility is being ignored in place of another. We can help you find the ideal duration you can dedicated for mentoring. These details include how much free time you have to work with your employees, frequency of meeting with them and how long you can spend per session. You can also decide whether or not you will attend formal training sessions.



- **Confidentiality:** It is a known fact that your employees are not privy to sensitive business information. However in many cases, you may have to discuss these situations to explain a new tactic or strategy better. With our training, we can help you express your ideas without endangering confidential business information.
- **Skill set, experience and knowledge:** As a mentor, you may have certain skills and techniques to offer to less experienced employees. Let's Live Coaching addresses your strengths and weaknesses as an entrepreneur and helps you offer the right knowledge and experience to motivate and inspire your subordinates.
- **Duration of mentoring:** Another detail you must decide as a mentoring entrepreneur is how long you want the mentoring to continue. Whether you want it to be a month-long for a new employee or an ongoing analysis for all employees, we can help you make the right choice.
- **Learning to draw the line:** When you proceed to provide mentoring to one or more of your employees, you must first decide the boundaries. A mentor-mentee relationship works best when certain boundaries and limitations are set. This allows the mentee to grow professionally without taking too much time from the senior. For example, if your expertise lies in HR and your mentee has a legal question, it is best that you direct them to an experienced professional in your organization rather than answering the question yourself. **This creates an organized hierarchy and erases confusion among new employees.**



Why Train Managers into Coaches?



A number of major corporations across the world are taking an increasing amount of time and effort to redefine their work cultures and develop new communication practices. This trend towards a more collaborative work culture has been brought about by a new understanding that companies can only fully optimize their human resource pool, if their employees are motivated to perform their responsibilities to the highest standards and feel secure in their workplace.

Managers are responsible for the kind of work environment that is created within an organization. As such, they are the ones held accountable when a business endeavor encounters success or failure. Managers bear the entire weight of their subordinates on their shoulders as they have to take responsibility for them. **As such, it is important that a company's higher ranking managers be equipped with the right skills and techniques to get the very best out of their workforce.**

Coaching managers can therefore be beneficial in a number of important ways, but two key benefits are always cited:

Confidence Building

The first benefit of coaching training relates to its influence on the confidence of a manager. Managers may have the experience and knowledge to handle a particular department or team, but may lack the skills to communicate relevant techniques and procedures. Failing to effectively communicate tasks and visions, can lead to serious operational inefficiencies.

Business coaching will not only train individuals in the skills that they need, but will develop their confidence in using them as well. Managers have to act as leaders and set examples for the workforce. When a manager has the respect and trust of the workforce, day to day operations are likely to be much smoother and efficient. **Confidence is contagious.** Managers must be aware, however, that adopting new styles of management can be a challenging process that takes practice.

Better Workers

When managers are able to communicate the long term or short term objectives of a company, and the roles that each employee plays within the grander scheme of things, there is an element of trust that develops within the work culture. This transparency can allow workers to express themselves more freely without having to worry about whether their jobs are secure, or whether they are working in the right way. **A manager who is an excellent communicator, and who can speak to a diverse range of individuals on their own terms, is a valuable asset to any organization.**



Business coaching will give managers the opportunities to hone their coaching skills and clarify any doubts they may have with regard to varied management styles. They will view expert-coaching at play first hand, and learn to integrate these practices into their own styles. **Once managers have been trained into coaches, they become handy resources for the company with respect to future training and mentoring.**

Pillars Of Support

The value that employees derive from having strong relationships with their superiors cannot be taken for granted. If managers have the right skills and techniques to listen to the feedback, criticisms or issues that employees raise, and respond to them in a sympathetic manner, employees will feel more valued within an organization. **Employees develop a sense of pride in their jobs** and become loyal to the company. The management style used in dealing with employees within the workforce can be a critical factor in determining a company's employee retention rate. Managers with business coaching make better ambassadors and symbols of the company itself. **Moreover, managers who can inspire their workforces to find solutions on their own, thereby enabling personal and professional growth, are exceptionally valued by businesses.**





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