



PB INSTITUTE OF RESEARCH AND TECHNOLOGY

P.O Box 21457-00100

Nairobi - Kenya

Mobile: +254 721 214 795

Email: info@pebblesinstitute.org

Advanced Coaching, Mentoring & Employee Motivation

Duration: 5 days

On-Site

01 Who Should Attend

- Senior Managers and Executives
- Middle Managers
- Supervisors and Team Leaders
- Human Resources Managers and Officers
- Learning and Development Professionals
- Training and Development Managers
- Project and Programme Managers
- Department Heads
- Employee Relations Professionals
- Talent Management Professionals
- Performance Management Professionals
- Organizational Development Professionals
- Team Coordinators
- Line Managers



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02 About the Course

This comprehensive seminar is designed to equip managers, supervisors, team leaders, and HR professionals with practical skills for **motivating employees, coaching for performance, providing constructive counseling, and developing effective mentoring relationships**. These capabilities are increasingly used to strengthen employee performance, engagement, leadership development, and continuous learning within organizations.

Participants will explore motivation techniques, coaching models, effective communication, active listening, questioning, feedback, performance improvement, counseling approaches, mentoring relationships, goal setting, and employee development. The seminar emphasizes practical application through **role plays, case studies, group exercises, coaching conversations, and workplace scenarios**. The course also helps participants understand the differences between coaching, counseling, and mentoring and when each approach is most appropriate. Participants will learn how to build trust, identify performance barriers, develop individual potential, manage difficult conversations, and create a supportive culture focused on growth and accountability.

03 Workshop Objectives

- By the end of the course the participant should be able to:
- The qualities and attributes of an effective leader
- Importance of coaching and mentoring feedback for being an effective leader
- The importance of growing people to their full potential in accomplishing organizational objectives
- Techniques to draw an outstanding performance from every member of the team
- How to measure performance and devise effective techniques for improvement and achieving higher standards



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04 Module Topics

Module 1: Equipping the manager to be a Leader

- What is real Leadership?
- How to equip Leaders for excellence
- Developing key management competencies to create excellence
- 12 Ways to develop your Staff potential and talent
- The Manager as a Change agent
- Activators, Behaviors and consequences
- Benefits for the organization, manager and performer
- Making the transition from Manager to Coach
- Qualities and attributes of a good Coach

Module 2: Skills and Processes involved in Coaching / Motivation

- Develop the Coaching Model
- Use the GROW model
- Measuring and observing performance
- How to appraise a person's performance
- The importance of handling change
- Raising their effectiveness through questioning
- End goals, performance goals and process goals
- Working your own goal setting strategy
- Developing efficient Time management

Module 3: Putting Coaching & Counseling to Work



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- Understanding the performer's agenda
- Exploring barriers to progress
- Coaching the right performance attitude
- Leading by example
- Develop appreciation within and without
- The coach's role as a facilitator
- Improving your ability to make decisions
- Choosing Pro-Active leadership
- Understand the Circle of control
- How to be pro-active in your relationships
- How to apply Persistence Performance
- Using the learnt skills to apply at every level