

**Objective:** To develop practical mentoring skills for improved communication, cooperation and motivation in the workplace

**Key Competences:** Coaching and mentoring skills for any level of business.

**Indicative Needs / Tasks:** Transfer of skill, knowledge and good practice in the workplace

**Target Group:** All levels of business

**Outcomes:** Upon completion of the training each person will be able to:

- apply highly effective mentoring skills
- listen and respond to staff more effectively
- motivate and direct staff around business goals
- give effective feedback

- deal with confidence issues
- promote professional and personal development

### **Indicative Content:**

- Definition and scope of mentoring in the workplace
- Listening and communication skills
- Improving HRM
- Mentoring and staff motivation
- Dealing with change in business
- Feedback and relationship building

**Duration:** 16 Hours

**Language:** English, Hungarian

**Keywords:** Mentoring, coaching, skills development, transfer of good practice

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