

ETDP Registered Skills Programmes

Workplace Coaching Skills

PURPOSE OF THE PROGRAMME

The purpose of this programme is to equip potential coaches / mentors with the necessary knowledge, skills and attitudes to demonstrate a task in a practical manner in the workplace.

PROGRAMME OUTCOMES

On completion of this programme learners will be able to:

- Prepare for one-to-one training on the job
- Conduct training sessions
- Monitor and report on learner progress
- Review training

PROGRAMME OUTLINE

- Prepare for one-on-one training on the job
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LEARNING ASSUMED TO BE IN PLACE

Delegates wishing to enroll on this programme should already be competent in the area they wish to coach.

RECOGNITION OF PRIOR LEARNING (RPL)

RPL against this unit standard is allowed. Application forms are available from our offices.

METHODOLOGY

Training Programme Duration: 3 Days

Assessment: On-site assessment within one week of completing the training. Assessment activities include observing the candidate while coaching on the job, evaluation of a coaching plan produced through the planning and preparation stage and evaluation of a review report produced through the evaluation of own coaching session.

Certification: This includes obtaining endorsement from the ETDQA.

Unit Standard(s): 117877 - Perform one-to-one training on the job

NQF Level: 3

Credits: 4

TARGET GROUP

- HR Managers
- Training Managers
- Supervisors
- Line Managers
- Assessors
- Trainers/Facilitators/Coaches

BENEFITS

- Qualified Workplace Coaches
- Confidence that coaching in the workplace is structured and improving performance of staff in the workplace.
- Improved competence and motivation of workforce
- Reduced grievances
- Clearly identifiable training needs and career paths
- Improved opportunities to claim skills grants