

MALAYSIA  
HR FORUM

# COACHING & MENTORING SKILLS

FOR PEAK PERFORMANCE

RM 2,800



7 & 8 JULY 2026 | 9 AM - 5 PM

MALAYSIA HR FORUM ACADEMY,  
LEVEL 12, MENARA PKNS,  
JALAN YONG SHOOK LIN,  
46050 PETALING JAYA



Sophie: 010-861 1851 | [sophie@malaysiahrforum.com](mailto:sophie@malaysiahrforum.com) | [malaysiahrforum.com](http://malaysiahrforum.com)



## MODULE OVERVIEW

---

Coaching & Mentoring for Peak Performance program is designed for managers, executives and leaders in corporations using coaching/mentoring skills to help employees enhance growth and performance, as well as promote individual responsibilities and accountabilities.

Coaching & Mentoring is an ongoing process, which help to build and maintain effective employee and supervisory relationship. When employees' capabilities gaps are identified, there are a number of ways to bring them to the desired performance level. Other than training, coaching & mentoring is widely used while it is a more personalized and targeted solution.

## TARGETED PARTICIPANTS

---

- Directors
- Senior Executives
- Manager



## LEARNING OBJECTIVES

---

- To have clarity of the values of Coaching & Mentoring
- To understand core accountabilities as excellent coach and mentor
- To confidently apply coaching & mentoring intervention whenever need to.
- Take away some practical coaching / mentoring tools and techniques that can be used right away.
- To improve performance and gain great results.
- To build better relationships at work

## METHOD OF TRAINING

---

- Interactive Learning Mode
- Presentation
- Group Discussion
- Case Studies
- Practical Exercises

## DURATION

---

2 Days



## LEARNING OUTCOME

---

- Use coaching & mentoring to tackle major personal problems in absenteeism, conflicts, rapid staff turnover, low morale, lackluster performance & employee friction.
- Assist employees to expand their aspirations, goals & horizons. Get them to clarify outcomes & results strongly desired.
- Guide employees to manage their own progress & accountability.
- Enable you to empower others with greater speed & overall effectiveness.
- Identify & eliminate mental blocks that are preventing them from achieving their best.
- Equip yourself with the necessary skills & techniques to shift beliefs, create necessary change, build powerful confidence, validate strengths & provide constructive feedback.
- Sharpen & fine tune your coaching & mentoring style profile
- Increase your own performance & that of your organization



# CONTENTS

## DAY 1 | 9 AM – 5 PM

---

### **Module 1: Introduction of Coaching & Mentoring**

- Why Coaching? ROI of Coaching?
- Coaching vs Mentoring
- Types Coaching & Mentoring
- Mindset shift for a Coach & Mentor

### **Module 2: Essential Attributes Being an Excellent Coach & Mentor**

- Ability to build trust
- Role model
- Be motivating
- Limitation/flexibility

### **Module 3: Essence of Coaching & Mentoring**

- Coaching & Mentoring deliverables
- Attitudes ~ iceberg theory
- Creating awareness
- Providing choices
- Committing responsibility



# CONTENTS

## DAY 2 | 9 AM – 5 PM

---

### **Module 4: Coaching & Mentoring Competencies 1**

- Ethics practices & standards
- The Performance Curve
- Coaching Presence
- Active listening
- Influencing skills

### **Module 5: Coaching & Mentoring Competencies 2**

- Coaching Process – GROW Model
- Powerful questioning
- Giving feedback
- Other technique: Scaling, Metaphors
- Action planning

### **Module 6: Establishing Coaching & Mentoring Culture in Your Organisation**

- Benefits to organization and talent development