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Learning Style: Virtual Classroom

Technology:

Difficulty: Beginner

Course Duration: 1 Day

Coaching, Mentoring, and Apprenticeship



About This Course:

In the ever-changing landscape of today's business world, the role of a manager extends beyond traditional boundaries, evolving into the dynamic spheres of coaching, mentoring, and apprenticeships. This course is designed for managers who aspire to excel in these pivotal roles. Participants will learn to employ the AOR

coaching method to identify activities, set definitive objectives, and accurately measure results, cultivating a culture of continuous growth and effective performance management.

This course has been approved for 7 PDUs | 7 CDUs

Course Objectives:

- Explain how coaching and mentoring are fundamental parts of the manager role.
- Learn the similarities and differences between coaching and mentoring.
- Recognize and plan for common coaching and mentoring challenges.
- Explain the key principles of the AOR model.
- Utilize coaching methods in everyday management situations.
- Identify key principles for providing effective feedback.
- Understand the difference between a mentoring and an apprentice relationship
- Implement best practice when preparing to mentor employees

Audience:

- Team leaders, managers, and supervisors responsible for employee development
- HR professionals and learning & development specialists
- Experienced professionals seeking to mentor or coach other

Prerequisites:

- None

Course Outline:

Understanding Coaching and Mentoring Roles

- Fundamental Parts of the Manager's Role
- The Manager as a Coach and as a Mentor
- Beliefs of the Effective Coach and Mentor
- When to Develop and When to Direct
- The AOR Model in Coaching
- Features of the AOR (Activities, Objectives, Results) Model
- AOR Best Practice
- Setting SMART Goals
- Measuring and Evaluating

Coaching in Everyday Management

- Opportunities for Coaching Employees
- Performance Reviews and Coaching
- Planning for Successful 1-on-1s
- Obstacles to Effective Coaching
- Coaching Feedback That Gets There

Mentoring and Apprenticeship

- Elements of Mentoring
- Mentoring and Apprenticeship
- Trust in Mentoring Relationships
- Preparing for Mentoring