



Capacity Building of the Georgian Leadership Community to Improve Decision-Making and Negotiation Skills

Workshop

Staff Development - Career planning

Agenda

24-25 September 2013

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Georgian Foundation for Strategic and International Studies (GFSIS)

3a, Chitadze Street, Tbilisi

Overall Aim of the Seminar

After the workshop participants will be familiar with the different methods in career planning and understand the importance of a coaching / mentoring approach in successful management

Learning Objectives

- Understand the definition of a coach and the definition of mentor
- Be able to identify the needs for applying a coaching or a mentoring role depending on situation
- Have an idea of the importance to persuade and encourage managers to apply a coaching and/or a mentoring management style

Agenda

Tuesday, 24 September 2013

- 10.00 Introduction to the seminar
- 10.15 Recap of High-level seminar in June
- 10.45 Discussion on topics for continued HR development
- 12.30 LUNCH
- 13.00 Recap of different tools in Staff Development / practical exercises using some of the tools
- 14.30 Coffee/tea break
- 14.45 What is coaching and the different steps in coaching
- 15.45 A coaching -demonstration
- 16.00 End of day
- 10.00 Introduction to the seminar
- 10.15 Recap of High-level seminar in June
- 10.45 Discussion on topics for continued HR development

Wednesday, 25 September 2013

- 10.00 Short recap of yesterday
- 10.15 Coaching exercise (1+1 + observers)
- 11.30 Coffee/tea break
- 11.45 What is mentoring and the characteristic of mentoring
- 12.30 LUNCH

- 13.00 A mentoring demonstration
- 13.15 Mentoring exercise (1 + 1 + observers)
- 14.30 Coffee / tea break
- 14.15 What competence does a coach and a mentor need?
- 15.15 How can the HR function support managers to apply a coaching / or a mentoring approach?
- 15.45 Summary of the workshop