

Short Learning Programme on **MENTORING AND COACHING**

(Proposed NQF 7)



NORTH-WEST UNIVERSITY
YUNIBESITI YA BOKONE-BOPHIRIMA
NOORDWES-UNIVERSITEIT



Short Learning Programme on **MENTORING AND COACHING** (Proposed NQF 7, Credit points 6)

DESCRIPTION

When you were a child, you may sometimes have wished you had an older, wiser friend whom you could trust, whom you could go to for advice or share your triumphs with, who could perhaps just give you a shoulder to cry on or act as a bouncing board for ideas you had – in short, someone who would listen, a patient confidant for the good and the not-so-good days.

Many successful and famous people who have significantly contributed to the world had the benefit of a mentor or coach, without whom they would not have been who they were, done what they did or had what they had. Indeed, the world would be a much poorer place if the concept of mentoring had not occurred. Very few successful people are actually 100% self-made (Merlevede & Bridoux, 2008).

Participants will be assisted and supported to manage their own learning experience and that of their colleagues and to guide their learning and recognise and utilise opportunities for development in the workplace.

OUTCOMES

Upon completion of the short learning programme, the attendant should:

- Use, integrate, and practically apply a *solid, well-rounded and systematic knowledge base* of key terms, principles and theories and master the *application of research methods*, techniques and technologies appropriate in the field of **mentoring and coaching**, to analyse case studies and/or *undertake research and write up a research report and/or compiling and reviewing development plans*;
- Use *information retrieval skills* (identification, critical analyses, synthesis and independent evaluation of quantitative and/or qualitative data) to *undertake a study of the literature and current research* in the field of **mentoring and coaching** to develop and implement a mentoring program at work; and
- *Operate effectively* in a mentoring relationship.

OUTLINE

- Key terms, principles, theories, techniques and technologies appropriate in the field of **mentoring and coaching** such as:
 - *the advantages of mentoring, education and training-related legislation applicable to mentoring, responsibilities of role-players involved and documentation in the mentoring process, the mentoring relationship, assessing development needs and reviewing development plans*;
- Essentials of the mentoring relationship;
- Factors impacting on the mentoring relationship;
- Developing a mentoring programme;
- Implementing a mentoring programme; and
- Obstacles faced by mentors and mentees.

*"We make a living by what we get, but
we make a life by what we give."
- Winston Churchill*

LEARNING METHODS

The short learning programme is learner-centred, practice-based and will involve discussions drawing on the experiences of participants. This is facilitated through exercises, case studies and practical examples. Facilitation of the short learning programme is directed at the development of the necessary skills, and knowledge for the development and successful implementation of a mentoring programme at work.

TARGET AUDIENCE

Managers, supervisors and subordinates who wish to charge and optimise their own learning experience as well as that of their colleagues.

FACILITATOR

Prof LTB Jackson (Registered IO Psychologist), MBA; PhD

ENROLMENT

Duration

The short learning programme is delivered in three days

Dates

To be confirmed

Venue

To be confirmed

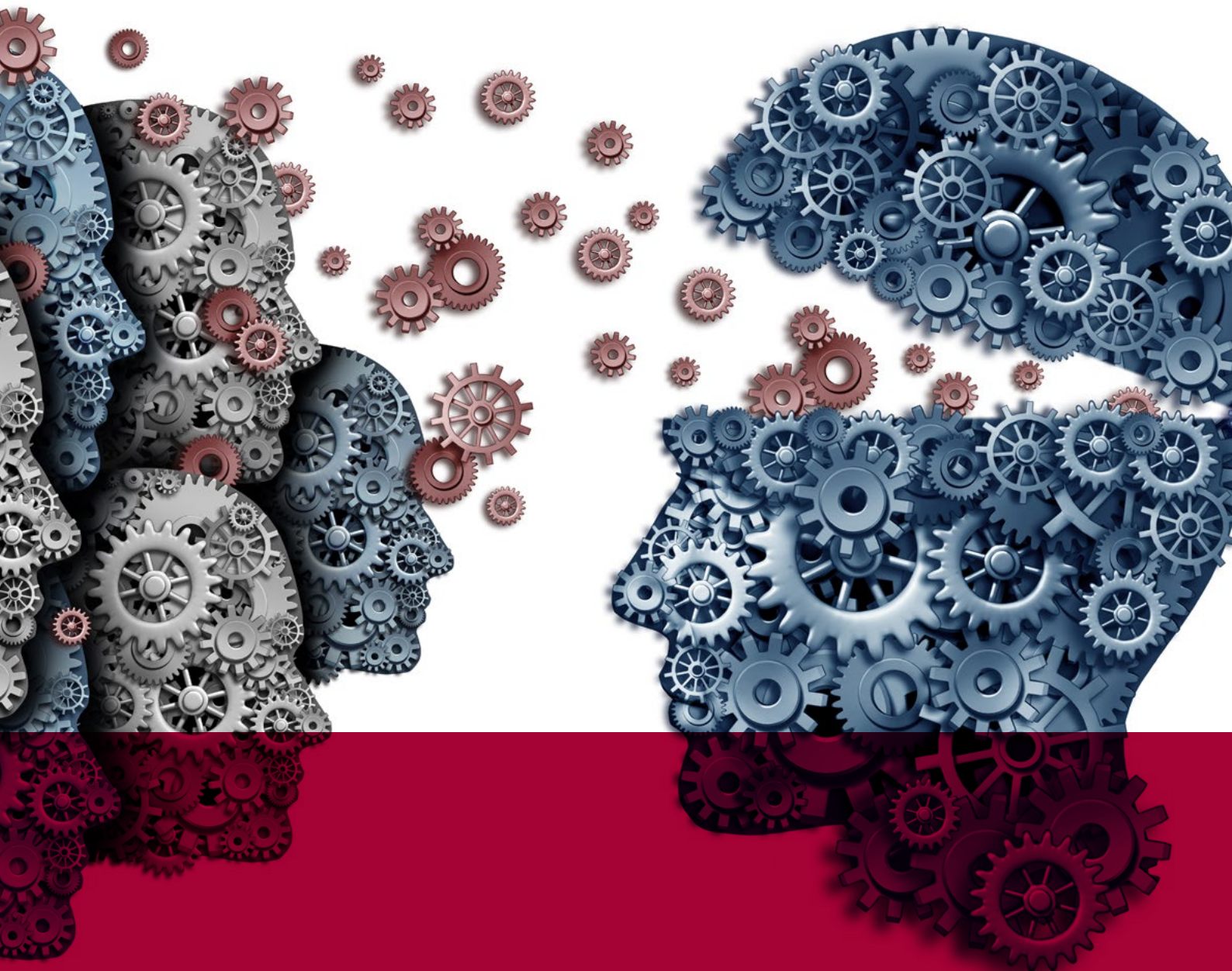
Price

Available on request

To apply

E-mail: Morne.vandenBergh@nwu.ac.za

Contact details: 018 299 1636



Short Learning Programme on MENTORING AND COACHING APPLICATION FORM

Applications must be accompanied by:

- Proof of highest qualification achieved
- Two clear recent passport-size photographs
- A letter from the participant's employer in which:
 - the employer certifies that the participant meets the requirements; and
 - the employer grants permission for the participant to participate in the programme
- A certified copy of your Identity Document.



NB! latest version of **ADOBE ACROBAT READER** before attempting to complete the form.

We look forward to your participation in our programme.

Application for admission to the SLP on Mentoring & Coaching

- Strictly confidential
- Please complete in type or print-hand

A. Personal information

Initials and surname	<input type="text"/>	Title	<input type="text"/>
Names	<input type="text"/>	Nickname	<input type="text"/>
ID no.	<input type="text"/>	Date of birth	<input type="text"/>
Home address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Tel no. (H) Area code	<input type="text"/>	No.	<input type="text"/>
	<input type="text"/>	Cell no.	<input type="text"/>
Nationality	<input type="text"/>		
E-mail	<input type="text"/>		
Postal address (if different from home address)	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Work address	<input type="text"/>		
	<input type="text"/>	Postal code	<input type="text"/>
Tel no. (W) Area code	<input type="text"/>	No.	<input type="text"/>
	<input type="text"/>	Fax no. Area code	<input type="text"/>
	<input type="text"/>	No.	<input type="text"/>

B. Post-school activities

Complete in reverse order (starting with the most recent) all tertiary academic work, including qualifications (compulsory for evaluation purpose).

University/College/Technikon	Period (Year)	
	From	To

Name of Degree/Diploma/Certificate	Study completed	
	Yes	No

C. Employment Record

Please record your most recent positions of employment, starting with your present position.

Name of Company	Industry	Title or Position	Date	
			From	To

Controlling Company _____

Subsidiary/Section _____

Nature of Business _____

Title Position _____

Number of Employees _____

Number of Years in Position _____

The NWU Potchefstroom Business School places great emphasis on the condition that participants should be able to work in a small study group. This enables them to learn from each other. To facilitate this process, you are requested to supply a short description of your present obligations and responsibilities in your organisation.

D. Payment Options (Please request an invoice before making a payment)

Payment enclosed (Please mark appropriate box) ☐ Cheque ☐ Postal order ☐ Transfer ☐ RealPay

Account details

ABSA Bank
Account No. 670 642 313
Branch Code 632005
Ref: Invoice Number

Cheques should be made out to:

North-West University
(No cash please)

Please fax proof of payment to:

Fax No. 0872315501
Attention: Morné van den Bergh

Entity responsible for payment:

☐ Self ☐ Company

If self and are unable to pay full study fees immediately, please complete the RealPay debit order option form. (Available on request)
If company, please provide the following details for invoicing purposes:

Registered Company Name: _____

Company Address Details: _____ Company Vat Reg. No. _____

_____ Postal Code _____

Contact Credentials of Creditors Department: Contact Name _____

Tel No. Area Code _____ No. _____

This application, once approved, becomes a legal and binding agreement between the applicant and NWU-PBS which is irrevocable.

E. Submit

Please post your completed application form to:

Admin Officer: Mentoring and Coaching
NWU School of Business & Governance
Private Bag X6001, NWU
Internal Box No. 296
Potchefstroom, 2520

Signature of Candidate

Date _____

Submit by email

Reset form

North-West University; Private Bag X6001, Potchefstroom, 2520
E-mail: pbsinfo@nwu.ac.za

Morné van den Bergh
Tel: 018 299 1636
Fax: 087 231 5501

<http://commerce.nwu.ac.za/business-school/>

