



Fully-accredited Service Provider with the Wholesale & Retail SETA & ETDP SETA

TRAINING AS A COACH

The function of the coach in the workplace has become increasingly important since the introduction of learnerships and skills programmes.

The coach, as a subject matter expert, is expected to assist in the specialized training of less experienced employees so that productivity and efficiency in the workplace is enhanced. This requires that the coach must not only know his/her subject extremely well, but also be well versed in communication skills, conflict handling and general people skills.

This programme is aimed at providing appropriate theoretical and practical training interventions to enable individuals to effectively execute the activities related to coaching learners in the workplace.

*The programme is 2 days and is based on the unit standard 117877, entitled **Perform-one-to-one Training on the Job** with 4 credits at NQF level 3, and is covered in an intensive small-group training intervention which addresses the following activities:*

- Identifying the responsibilities of the coach
- Addressing the differences between coaching and mentoring
- Supporting coaching activities
- Identifying the learner who requires coaching
- Working with a learner on a continuous basis
- Communicating with other roleplayers in the workplace
- Utilising specific coaching skills

Experienced facilitators conduct the workshops and the theoretical components are further enhanced by the introduction of many practical examples of the different duties required of the individuals who act as coaches in the workplace.

Assessment requirements are:

- A Knowledge Questionnaire
- Completion of a detailed portfolio of evidence, which needs to be submitted within 6 months of the training.

HOW THE TRAINING PROCESS WORKS

1. Registration for training in one of the venues nationwide with the Edutel Office @ 011 760 4252
2. Complete the learning programme
3. Complete the portfolio of evidence within 6 months of the training
4. Write the knowledge questionnaire and submit with your portfolio. Submit the portfolio for assessment
5. Successful candidates' results are submitted to the ETDP SETA
6. Certificates of Competence are issued to competent Learners
7. All NQF credits for competent learners are registered on the National Learner Records Database (NLRD) for future reference, and credit for further training in future.

please visit our website:
<http://www.edutel.co.za>

COSTS

R3 500

The course fee includes the training, study material and assessment. Lunch and refreshments are included. Accommodation or travelling arrangements and expenses are the responsibility of the candidate.

FURTHER ENQUIRIES

Tricia 011 760 4252