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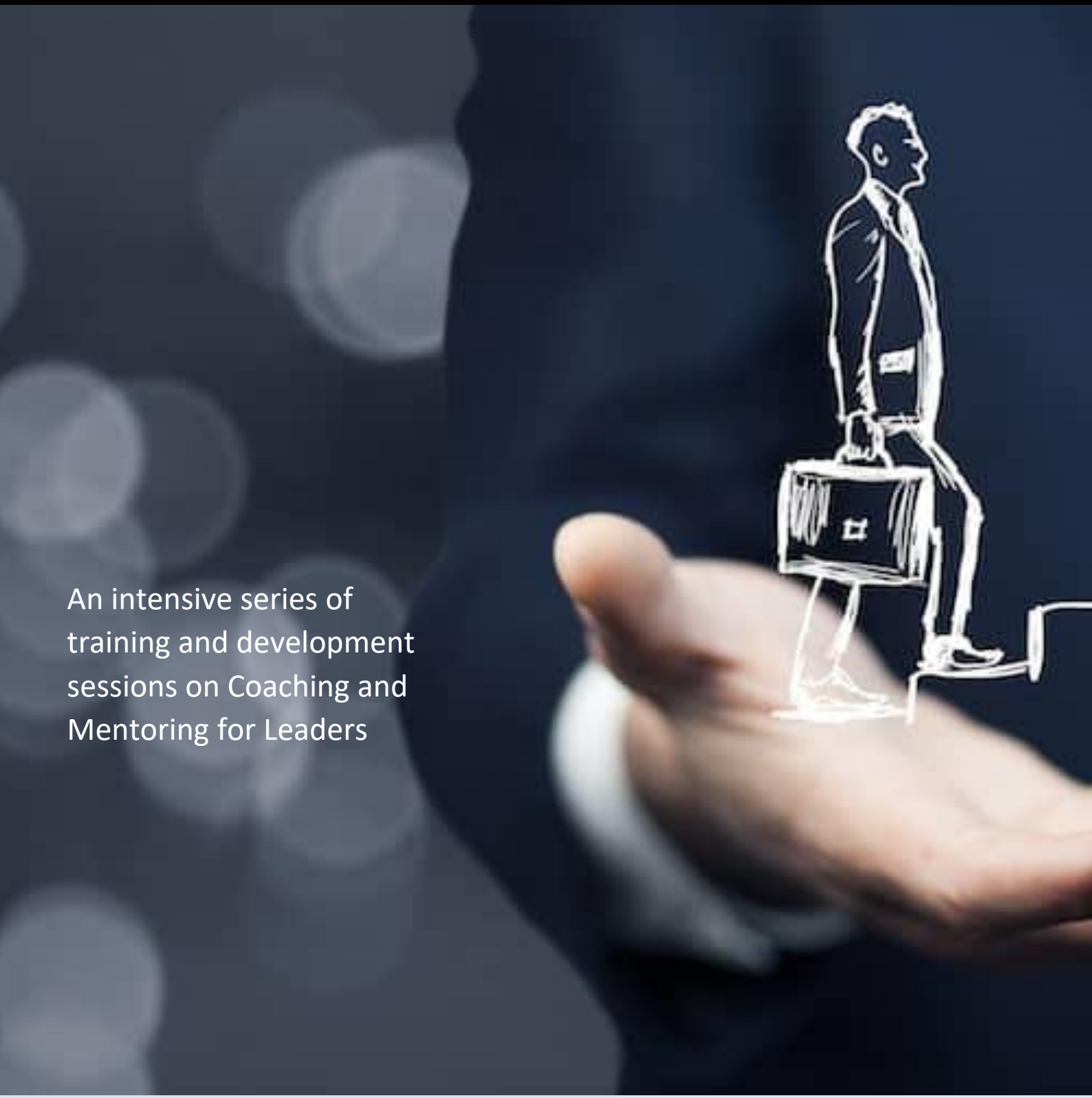
KNOWLEDGE IS POWER



An intensive series of training and development sessions on Coaching and Mentoring for Leaders

ilm Approved Centre

Coaching and Mentoring in Schools
Course Content Overview

It is part of the life of a school to use coaching, counseling, or supervision to help their professionals to perform at the best of their abilities. In education, this kind of support is rare, and teachers tend to be assessed rather than helped to develop.

This course will welcome **experienced teachers, department heads, and school management staff** who wish to build a school culture where teachers collaborate, visit each other's lessons for **mutual learning and development**. Mentors may work with beginner teachers in their induction period, with more experienced teachers new to the school, or with teachers going through a stressful phase in their career. Mentoring is not only beneficial for the mentees and adds to the professional standards of the institution, but also contributes to the **professional wellbeing** of the mentors themselves.

The course will equip participants with the **basic principles and techniques of mentoring** and will also develop some skills necessary for building rapport, professional communication, classroom observation, active listening, and giving formative feedback tapping into coaching and counseling. Apart from input from the trainer, the sessions involve observing parts of lessons on video, short readings, role plays, and group discussions.

Participants have an overview of the mentor's roles and responsibilities, and a clear understanding of how they can contribute to their school culture through mentoring. They will start **developing their mentoring toolkit** with documents they can use in their own school contexts, like checklists to follow or a planned framework within which mentors can function. They will also improve their skills for **active listening**, leading professional discussions, asking the right questions, opening-up professional issues, **inviting self-reflection, giving formative feedback**, and helping their mentees to set up their own professional goals

Learning Outcomes:

- Differentiate between mentoring and other forms of teacher support and supervision.
- Distinguish between class visits for support and observations for assessment; Design the structure of a post-lesson discussion.
- Formulate questions that help self-reflection and professional discussions and self-assessment.
- Demonstrate skills in active listening.
- Act out a mentorial from the perspective of a mentor, a mentee, or an observer; Differentiate between constructive, formative feedback and evaluative, summative feedback.
- Plan a mentoring process for a peer in their own school context.

Why develop your staff with ILM?

Our trainers and facilitators are equipped with a wealth of skills and experience in educational leadership across the globe. We aim to impart knowledge, skills and behaviours learnt in a theoretical study of leadership as well as experience of managing teams in wide range of contexts.

Session 1 - Coaching and mentoring for teachers: an introduction

Introduction to the course, the school, and the external week activities.
Icebreaker activities, reflecting on career paths;
Presentations of the participants' school contexts, needs analysis.
Basic principles of mentoring.
Learning models, attitudes to change and change management.

Session 2 - Building trust

Establishing rapport, building trust;
Asking good questions.
Active listening techniques.
Self-awareness, self-assessment, the Johari window.
Role plays of professional discussions.

Session 3 - Observation skills

Class visits, lesson observations, and observation skills.
Observation etiquette, observation focuses, and note-taking techniques.
Dealing with feelings of success and failure;
Highlighting success and laying down stepping-stones.

Session 4 - Giving feedback

Video class visits and lesson observations;
Role plays of post-lesson discussions;
Formative and summative feedback.
The language of mentoring.

Session 5 - Mentoring skills

Structure of a full mentorial (pre- and post-lesson discussion)
Alternative mentoring scenarios (without class visits, peer-mentoring, etc.)
Action planning for own context;
Tools of professional development.

Day 6 - Review & course closure

Course evaluation: round-up of acquired competencies, feedback, and discussion;
Awarding of the course Certificate of Attendance;
learning walks and observations of coaching conversations for evaluation by trainer.

The six-session course will cost your academy 15,000 QAR for up to 12 leaders.

This will include a final session overview consisting of observed coaching and mentoring conversations with leaders.

A summary report detailing strengths and next steps will be provided to all observed mentors.

"Leadership is cause; everything else is effect"

Booking Details:

Please contact us to book your sessions by sending an email to:

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