

HUMAN RESOURCES | COURSE BROCHURE

Coaching and Mentoring Programmes in Organisations

5 days | Classroom training | English

SMART HORIZON

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Explore current programmes

https://smart-horizon.eu



Course content

Why attend

Coaching and mentoring are powerful development tools when organised well. This course explains how to design organisational coaching and mentoring programmes: defining objectives, selecting and matching participants, training coaches and mentors, setting boundaries and confidentiality, supporting relationships and evaluating results.

Programmes often fade after an enthusiastic launch. You will learn to build structured programmes that last and deliver measurable development.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Programme design workshops, matching exercises, mentor training practice and case studies.

Course objectives

By the end of this course, participants will be able to:
• Distinguish coaching and mentoring approaches
• Set programme objectives and target groups
• Recruit, select and match participants
• Train internal coaches and mentors
• Manage ethics, boundaries and confidentiality
• Evaluate programme outcomes

Target audience

This course is suitable for:
• Learning and development professionals
• Talent managers
• HR business partners
• Diversity and inclusion leads
• Internal coaches



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Target competencies

Participants will develop competencies in:

- Programme design
- Matching
- Coach training
- Ethics
- Evaluation

Course outline

Day 1: Coaching and Mentoring

09:00–10:08	Definitions and differences
10:08–11:00	Benefits
11:00–11:30	**Coffee break**
11:30–11:45	Benefits (continued)
11:45–12:53	Programme types
12:53–14:00	Exercise

Day 2: Programme Design

09:00–10:08	Objectives
10:08–11:00	Target groups
11:00–11:30	**Coffee break**
11:30–11:45	Target groups (continued)
11:45–12:53	Structure
12:53–14:00	Workshop

Day 3: Matching and Training

09:00–10:08	Matching approaches
10:08–11:00	Training coaches and mentors
11:00–11:30	**Coffee break**



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11:30–11:45	Training coaches and mentors (continued)
11:45–12:53	Practice sessions
12:53–14:00	Exercise

Day 4: Running the Programme

09:00–10:08	Boundaries and confidentiality
10:08–11:00	Supporting relationships
11:00–11:30	**Coffee break**
11:30–11:45	Supporting relationships (continued)
11:45–12:53	Problem resolution
12:53–14:00	Case study

Day 5: Evaluation

09:00–10:08	Measures
10:08–11:00	Feedback
11:00–11:30	**Coffee break**
11:30–11:45	Feedback (continued)
11:45–12:53	Scaling
12:53–14:00	Action plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	16 Nov 2026	20 Nov 2026	**€2,450.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**€1,250.–**
Frankfurt Confirmed dates	7 Dec 2026	11 Dec 2026	**€2,650.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Paris Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,860.–**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.–**
Amsterdam Confirmed dates	1 Feb 2027	5 Feb 2027	**€2,540.–**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.–**
Cape Town Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,890.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**€1,250.–**
Rome Confirmed dates	8 Mar 2027	12 Mar 2027	**€2,450.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Cape Town Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,890.–**
Online Confirmed dates	29 Mar 2027	2 Apr 2027	**€1,250.–**
Rome Confirmed dates	19 Apr 2027	23 Apr 2027	**€2,450.–**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**€1,250.–**
London Confirmed dates	10 May 2027	14 May 2027	**€2,450.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	24 May 2027	28 May 2027	**€3,150.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,450.-**
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.-**
Barcelona Confirmed dates	5 Jul 2027	9 Jul 2027	**€2,840.-**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**€1,250.-**
Istanbul Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,650.-**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.-**
Vienna Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,940.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Dubai Confirmed dates	30 Aug 2027	3 Sept 2027	**€3,150.-**
Online Confirmed dates	30 Aug 2027	3 Sept 2027	**€1,250.-**
London Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,450.-**
Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.-**
Barcelona Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,840.-**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.-**
Cape Town Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,890.-**
Online Confirmed dates	1 Nov 2027	5 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Vienna Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,940.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
Dubai Confirmed dates	6 Dec 2027	10 Dec 2027	**€3,150.-**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online