COURSE OUTLINE: OEL8004 - COACHING & MENTORING

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Course Code: Title	OEL8004: COACHING AND MENTORING
Program Number: Name	1061: ECE LEADERSHIP
Department:	DISTANCE EDUCATION
Semesters/Terms:	20S, 20F, 21W
Course Description:	In this course you will learn about coaching and mentoring using a solution-focused approach, which emphasizes the use of purposeful compliments to both acknowledge and validate an individual`s work. The course will cover a range of topics including describing what is meant by solution-focused coaching and mentoring, identifying the differences between coaching and mentoring, and exploring when and how to use each method. Participants will learn about the benefits of using a solution-focused approach, and become comfortable with the coaching and mentoring process.
Total Credits:	2
Hours/Week:	2
Total Hours:	30
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Course Evaluation:	Passing Grade: 50%, D
Books and Required Resources:	The Early Childhood Coaching Handbook by Dathan D. Rush & M`Lisa L. Shelden Publisher: Paul H. Brookes Publishing Co. Edition: Second Edition ISBN: 9781681252568 Please Note: Although the text is focused on Early Childhood Education, the course content is broadly applicable to other professions as well.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Understand the difference between coaching and mentoring	1.1 Describe the difference between coaching and mentoring and identify when it is appropriate to use each method. 1.2 Apply the steps involved in coaching and mentoring.
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Identify the benefits of coaching and mentoring and associated positive impacts	2.1 Identify the key characteristics of a good coach/mentor and be able to identify which characteristics already exist and characteristics that can be better developed.
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Understand solution-focused coaching and mentoring	3.1 Define what solution-focused coaching and mentoring is and describe the role of the coach or mentor in the process. 3.2 Identify strategies for implementing solution-focused

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		coaching and mentoring in the workplace.
		3.3 Describe the importance of building trust with those you are coaching and or mentoring before using a coaching or mentoring process.
		3.4 Describe the Ladder of Inference and the role it plays in being an effective coach or mentor.
	Course Outcome 4	**Learning Objectives for Course Outcome 4**
	4. Understand the importance of active listening and bulding trust	4.1 Describe active listening and how it impacts the coaching and mentoring process.
		4.2 Explain how building trust is important in the coaching and mentoring process.
	Course Outcome 5	**Learning Objectives for Course Outcome 5**
	5. Understand the Coaching Matrix and how it can be applied.	5.1 Apply the Coaching Matrix to identify suitable individuals for coaching and or mentoring.
	Course Outcome 6	**Learning Objectives for Course Outcome 6**
	6. Understand how to provide effective feedback.	6.1 Demonstrate how to provide effective feedback and compliments to individuals.

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Weekly Assignment 1 @	5%
Weekly Assignments 6 @ 10%	60%
Written Coaching Assignment	20%
Written Mentoring Assignment	15%

Date: January 13, 2020

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.

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