



Coaching and Mentoring Syllabus

1. Module Title	Coaching and Mentoring	2. Module Code	
3. Academic Year, Semester, Mode of Studies	2024/2025 academic year Semester 1, Full-time Studies		
4. Aims and Learning Outcomes	<p>Aims The aim of the course is to provide extended knowledge in the field of mentoring and coaching as tools for influencing human teams. After the course, students will understand the role of the mentor and coach in the process of human resource development. They will improve their skills in using coaching tools and acquire the ability to conduct a short mentoring and coaching sessions.</p> <p>Learning Outcomes Having completed this module student:</p>		
Knowledge	Code		Assessment
	Subject	Field	
Has in-depth knowledge of the use of coaching and mentoring methods in human resource management	EP-1	K_W08	Midterm
Has in-depth knowledge of the ethical principles of coaching and mentoring and its impact on human units in organizations	EP-2	K_W13 K_W14	Midterm
Skills	Code		Assessment
	Subject	Field	
Is able to use advanced communication techniques in individual and team work	EP-3	K_U09	Coaching session
Is able to use selected coaching techniques used in work with individuals and teams.	EP-4	K_U05	Coaching session
Is able to plan, conduct and summarize an individually conducted coaching and / or mentoring session	EP-5	K_U03 K_U06	Coaching session
Social Competencies	Code		Assessment
	Subject	Field	
Is ready to think critically and use feedback	EP-6	K_K03	Coaching session
Is ready to use the coaching and mentoring methods to improve the organization's human resource management process	EP-7	K_K05	Coaching session
5. Module Leader	Name		E-mail
	S. Prokurat, Dr		sergiusz.prokurat@gmail.com
6. Lecturer (s)	Name		E-mail
	S. Prokurat, Dr		sergiusz.prokurat@gmail.com
7. Module	Master's		Bachelor's

Level	X	
8. Year and Programme	Year	Programme
	I	Management
9. Module Content		
#.	Topics Discussed	Hours
Workshop		
1	Introduction to mentoring and coaching in HRM. The origin of the coaching method. Differences between coaching and mentoring. Competences of the coach and mentor. Coaching and mentoring functions in the organization. Types of coaching. The role of the mentor and the role of the coach. Ethics in coaching and mentoring work	5
2	Team coaching - phenomenon specification. The role of a coach and mentor in working with a team. Groups and teams in the organization. Team coaching and mentoring as a support tool in the change process.	5
3	Modern mentoring in HRM. Mentor profile - knowledge, skills and attitude. Mentoring in organizations - implementation strategy and implementation tactics. Types and models of mentoring.	5
4	Coaching as a structure and process. Sensual submodality. Time line. Work with goal and beliefs on the timeline. Using the metaphor to create new solutions.	5
5	Application of metaprograms in the work of a coach and mentor. Metaprograms that play a significant role in interpersonal communication. Metaprograms relevant to the performance of a given professional role.	5
6	Techniques used in coaching and mentoring. Association and dissociation. Changing behavior - using positive rephrasing. Perception positions. Walt Disney creativity strategy.	5
7	Coaching and individual mentoring. Practical demonstrations and exercises of individual coaching and mentoring sessions.	5
8	Coaching and individual mentoring. Practical demonstrations and exercises of individual coaching and mentoring sessions.	5
9	Conducting coaching and mentoring sessions. Practical exercises.	5
10. Individual Student's Work		
#.	Description	Hours
	Preparation for midterm exam	20
	Preparation for coaching session	25
11. Assessment Methods	Coursework (100%): Conducting a 20-30 minute coaching session (40%); midterm exam (60%)	
12. Assessment Criteria	Points translate into marks as follows: 50 - 59 points: mark 3 60 - 69 points: mark 3.5 70 - 79 points: mark 4 80 - 89 points: mark 4.5 90 - 98 points: mark 5 98-100 points: mark 5.5 In the case of exceptional student's performance, the lecturer may award a mark of 5.5 even with an insufficient number of points scored.	
13. ECTS Credits	4	
		Hours
		ECTS
Contact Hours		

	Workshop	45	1,8
	Other Form		
	Individual Student's Work		
	- Preparation for midterm exam	20	2,2
	- Coaching session preparation	25	
	SUMM	100	4
14. Required Readings	J. Rogers, K. Whitleworth A, Gillbert (2015) Manager as Coach: The New Way to Get Results		
15. Recommended Readings			
16. Place where module is run	Lazarski University		
17. Other	n/a		