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COURSE BROCHURE

Career Development Coaching and Mentoring Training Course

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Registered in the United Kingdom and Saudi Arabia

Career Development Coaching and Mentoring Training Course

Career Development Coaching and Mentoring is a 1-week training course for managers, HR officers and team leaders who support employee career growth, and each participant builds an individual career development plan template with a mentoring conversation guide. Employees now judge employers by the career paths they can see, and they leave when growth feels blocked or invisible. Jupiter Prime Training offers this course to the people who hold those career conversations.

Why Career Development Coaching and Mentoring Matters Now

Two pressures put career growth on every manager's agenda. Flatter structures mean fewer promotions, so people need sideways moves, projects and new skills to feel they are progressing. Younger employees expect regular, honest talks about their future rather than an annual form. Organisations that help people see a path keep talent and fill roles from within; those that leave careers to chance lose capable staff to competitors in banking, telecoms and beyond. The course draws on the International Coaching Federation ICF Core Competencies and the European Mentoring and Coaching Council EMCC Competence Framework, and on ISO 10015:2019 for people development.

Who Gains Most from Career Development Coaching and Mentoring

- Managers who hold development reviews and career talks with their teams
- HR officers who support individual development plans and internal moves
- Team leaders asked to mentor newer colleagues alongside their own work
- Talent coordinators who match mentors and mentees across departments

A department or HR team gains most when several managers and HR officers attend together, so career conversations and development plans follow one shared template across the organisation.

Career Development Coaching and Mentoring Capabilities

Participants learn to turn vague talk about the future into concrete career options, plans and mentoring relationships.

- Apply the right helping role, whether coaching, mentoring or career counselling — the employee seeking guidance
- Design structured career conversations that explore values, strengths and options — direct reports
- Build individual development plans with clear actions and review points — HR and the line manager
- Specify mentoring pair agreements covering goals, frequency and boundaries — mentors and mentees
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Assess talent mobility options such as lateral moves, projects and secondments — workforce planners

Key Career Development Coaching and Mentoring Terms

- Career conversation — a planned discussion between a manager and employee about aspirations, strengths and possible next steps.
- Individual development plan — a written plan listing an employee's development goals, actions, support and review dates.
- Career counselling — guidance focused on choosing career directions, often using assessments of interests and values.
- Mentoring agreement — a simple document setting the purpose, meeting rhythm and boundaries of a mentoring pair.
- Talent mobility — the movement of employees across roles, teams or locations to grow skills and fill internal needs.
- Lattice career path — a career route that includes sideways and diagonal moves, not only upward promotion.

Career Development Coaching and Mentoring Day by Day

Day 1: Helping Roles in Career Growth

- Coaching, Mentoring and Career Counselling Compared — Choosing the Right Role
- ICF Core Competencies for Everyday Coaching — Listening and Questioning Basics
- EMCC Competence Framework for Mentors — What Good Mentoring Requires
- Ladder Versus Lattice Career Paths — Changing Employee Expectations
- Manager's Role in Career Growth — Sponsor, Guide and Door-Opener

Day 2: Holding Career Conversations

- Career Conversation Framework — Past, Present, Future and Next Step
- Strengths and Values Exploration Exercises — Grounding Career Choices
- Powerful Career Questions — Opening Options Without Promising Promotion
- Handling Unrealistic Expectations — Honest and Motivating Messages
- Practice Conversations with Observer Feedback — Sharpening Technique

Day 3: Individual Development Plans

- ISO 10015 People Development Principles — Linking Plans to Competence
- Development Goal Setting — Specific, Measurable and Role-Relevant
- Seventy-Twenty-Ten Learning Mix — Experience, Others and Formal Learning
- Review Points and Progress Tracking — Keeping Plans Alive
- Examples from Banking and Telecoms — Plans That Worked

Day 4: Mentoring Pairs and Talent Mobility

- Mentor and Mentee Matching Basics — Fit and Purpose
- Mentoring Agreement Template — Goals, Rhythm and Confidentiality
- First Three Mentoring Meetings — Building Trust and Direction
- Lateral Moves, Projects and Secondments — Mobility Options
- Internal Job Market Practices — Making Opportunities Visible

Day 5: Practising the Career Development Plan Template

- Applying the Career Conversation Framework to a Case Employee — Live Practice
- Applying Development Goal Setting to Draft Plans — Peer Review
- Applying the Mentoring Agreement to a Sample Pair — Clarifying Boundaries
- Mentoring Conversation Guide Drafting — Questions for Each Stage
- Completing the Individual Career Development Plan Template — Ready for Team Use

Applying Career Development Coaching and Mentoring After the Course

- Hold a structured career conversation with each direct report and record one agreed next step in an individual development plan
- Launch one mentoring pair in the team using the mentoring agreement template and review it after the first three meetings

Career Development Coaching and Mentoring Questions FAQ

What is career development coaching and mentoring and why does it matter now?

Career development coaching and mentoring is the use of coaching, mentoring and career conversations to help employees grow and move within an organisation. It matters now because flatter structures limit promotions and employees leave when they cannot see a path.

Which roles gain most from career development coaching and mentoring?

Managers, HR officers and team leaders gain most. You benefit if you hold development reviews, support individual development plans, mentor newer colleagues or match mentors and mentees across teams.

How does career development coaching and mentoring differ from an advanced coaching and mentoring course?

Career development coaching and mentoring is a core course focused on career conversations, development plans and mobility. An advanced coaching and mentoring course prepares experienced coaches and scheme owners to run formal coaching assignments and organisation-wide schemes.

What do you bring back from career development coaching and mentoring?

You bring back an individual career development plan template and a mentoring conversation guide that your team can use straight away, plus practice in holding honest, motivating career conversations.

Career Development Coaching and Mentoring: The Way Forward

The individual career development plan template and its mentoring conversation guide first inform the next round of development reviews. Managers use the template with each direct report, HR officers use it to spot mobility options, and mentors use the guide in early meetings. After six months, revisit the mobility section, because new projects and openings change the options available.