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COURSE BROCHURE

# Line Manager Coaching and Mentoring Agreements Training

31 January – 4 February 2027
Amman

# Line Manager Coaching and Mentoring Agreements Training

**Ref:** 954_36112 **Date:** 31 January – 4 February 2027 **Location:** Amman **Fees:** 3300 GBP

Line Manager Coaching and Mentoring Agreements is a 1-week training course for first-line and middle managers who grow people inside the normal working week, and it produces a Team Development Agreement Log covering each direct report. Organisations now expect development to happen at the desk, on the shop floor and in the weekly one-to-one rather than only in a classroom. The course is delivered by Jupiter Prime Training.

## Why Line Manager Coaching and Mentoring Agreements Matter Now

Three forces shape this subject. Flatter structures push development duties down to supervisors, hybrid rosters shrink the time a manager spends beside each employee, and employees increasingly judge an employer by whether someone invests in their growth. Where a line manager coaches in short, frequent moments and agrees clear mentoring terms, skills move faster; where the role is left vague, promising people stall. The course draws on the GROW model for coaching moments and on the ICF Core Competencies and the EMCC Competence Framework European Mentoring and Coaching Council as reference points for good practice.

## Who Gains Most from Line Manager Coaching and Mentoring Agreements

- Supervisors accountable for daily output who also sign off skill development of their crew
- Middle managers who allocate stretch assignments and rotate people across tasks
- Team leaders who run weekly one-to-ones and record agreed development actions
- Section heads who nominate high-potential staff to senior sponsors
- Shift and project leads who mentor newcomers during their first months

A department sending several supervisors together gains most, leaving with one shared logging routine.

## Line Manager Coaching and Mentoring Agreements Capabilities

Participants practise switching between asking and advising, and turning a corridor chat into a recorded development step.

- Weigh whether a situation calls for coaching, mentoring or direct instruction — the employee and the deadline
- Design a five-minute coaching moment using GROW questions — the weekly one-to-one
- Specify a mentoring agreement with scope, frequency and exit terms — mentor and mentee
- Build stretch assignments matched to readiness and risk — the department head
- Communicate a sponsor handover for a high-potential mentee — the senior sponsor
- Apply a simple logging routine for development actions — HR business partners

## Key Line Manager Coaching and Mentoring Agreements Terms

- Coaching moment — a brief, focused exchange where the manager asks questions so the employee finds their own next step.
- Mentoring agreement — a written understanding between mentor and mentee on goals, meeting rhythm, confidentiality and how the relationship ends.
- Stretch assignment — a task slightly beyond current ability, chosen to build a named skill under managed risk.
- GROW model — a coaching sequence of Goal, Reality, Options and Way forward used to structure a conversation.
- Sponsor handover — the planned transfer of a mentee to a senior leader who can open wider opportunities.
- Development action log — a running record of agreed actions, owners and review points for each team member.

## Line Manager Coaching and Mentoring Agreements Day by Day

### Day 1: The Line Manager as Developer

- Development Duties in Flatter Structures — Where Line Managers Own Growth
- Coach, Mentor or Instruct Grid — Choosing the Right Stance
- Readiness and Willingness Scan — Matching Support to Each Report
- Hybrid Roster Mapping — Finding Development Time in the Week
- Employee Growth Expectations — Linking Development to Retention

### Day 2: Coaching Moments in the Working Week

- GROW Question Bank — Running a Five-Minute Desk Conversation
- Listening Levels Practice — Spotting What the Employee Leaves Unsaid
- Ask Before Advise Rule — Holding Back the Ready Answer
- On-the-Spot Observation Notes — Grounding Coaching in Real Tasks
- Follow-Up Prompts — Keeping Momentum Between One-to-Ones

### Day 3: Mentoring Agreements and Boundaries

- Mentoring Agreement Template — Setting Scope, Rhythm and Confidentiality
- Reverse and Peer Mentoring Options — Widening Who Mentors Whom
- Boundary Conversations — Separating Mentoring From Performance Judgement
- Mentee Goal Ladder — Breaking Ambitions Into Quarterly Steps
- No-Fault Exit Clause — Closing a Relationship Cleanly

### Day 4: Stretch Assignments and Sponsor Handover

- Stretch Assignment Risk Matrix — Balancing Challenge Against Customer Impact
- Task Rotation Planner — Spreading Skills Across the Crew
- Development Action Logging Routine — Recording Owners and Review Points
- Sponsor Briefing Note — Introducing a Mentee to Senior Leaders
- Talent Conversation Inputs — Feeding Evidence Into Succession Reviews

## Day 5: Practising the Team Development Agreement Log

- Coaching Moment Rehearsal — Applying GROW to a Live Team Issue
- Mentoring Agreement Drafting — Writing Terms for a Real Mentee
- Stretch Assignment Selection — Choosing One Assignment per Report
- Peer Feedback Rounds — Testing Agreements With Fellow Managers
- Team Development Agreement Log — Completing Entries for Every Direct Report

## Applying Line Manager Coaching and Mentoring Agreements After the Course

- Run two GROW coaching moments with each direct report during the following month and record the agreed actions in the log.
- Sign one mentoring agreement with a newcomer and agree a sponsor handover date for a high-potential employee.

## Line Manager Coaching and Mentoring Agreements Questions FAQ

### What are line manager coaching and mentoring agreements and why do they matter now?

They are the routines a supervisor uses to coach in short moments and to set written mentoring terms. They matter now because development has moved from the classroom into the working week, and line managers carry most of it.

### Which roles gain most from line manager coaching and mentoring agreements?

Supervisors, team leaders and middle managers who run one-to-ones and allocate tasks gain most. In a hospital ward or a logistics depot, they decide who learns what.

### How does line manager coaching and mentoring agreements training differ from a professional coach certification course?

It differs by staying inside the manager's role. Coach certification courses prepare independent coaches; this course equips line managers to coach briefly, mentor under clear terms and pass talent upward.

### What do you bring back from line manager coaching and mentoring agreements training?

You bring back a completed development log for your direct reports. It holds coaching plans, a mentoring agreement, stretch assignments and a sponsor handover note.

## Line Manager Coaching and Mentoring Agreements: The Way Forward

The Team Development Agreement Log gives each manager one place to see who is being coached, mentored or stretched. Its first use is deciding which report receives the next stretch assignment, and HR business partners read it during talent reviews. After one quarter, revisit the coaching and mentoring balance for each person.