

**School of Business, Public Policy and Social Entrepreneurship**

**Ambedkar University Delhi**

**Course Outline**

**Course Code:** SBP2MB723

**Title:** Coaching, Counseling and Mentoring

**Type of Course:** elective Course

**Cohort for which it is compulsory:**

**Cohort for which it is elective:** MBA (Second Year)

**No of Credits:** 2

**Semester and Year Offered:** Semester – III (Slot I) July, 2018 – Sept 2018

**Course Coordinator and Team:** Richa Awasthy

**Email of course coordinator:** richa@aud.ac.in

**Pre-requisites:** Complete Organizational Behaviour Course in 1<sup>st</sup> year of MBA

**Aim:** This course discusses the concepts of coaching, counselling, and mentoring and provides insights to practise these concepts in the work place. This course aims to develop an appreciation of developmental relationships in organizations; to understand the concepts and process of coaching, counselling, and mentoring; and to develop effective interpersonal skills for coaching & counselling.

**Brief description of modules/ Main modules:**

Unit 1: Introduction: Importance of Counselling, Coaching and Mentoring at the workplace

Unit 2: Developmental Relationships

Unit 3: Process of Effective Coaching; Giving and Receiving Feedback

Unit 4: Mentoring: Concept & Process

Unit 5: Creating Organizational systems & Processes

Effective Coaching, counseling & Mentoring Processes at workplace

**Assessment Details with weights:**

Project -1	20%
Mid-term exam	20%
Project 2	10%
End term exam	30%
Self-reflection	20%
<b>Total</b>	<b>100</b>

**Reading List:**

Babu, Santhosh (2012). *Coaching: The art of developing Leaders*, Wiley India.

Florence M. Stone. (2007). *Coaching, Counseling & Mentoring: How to Choose & Use the Right Technique to Boost Employee Performance*. 2<sup>nd</sup> edition, AMACOM.

Guptan, Sunil Unny (2006). *Mentoring: a practical guide to touching lives*, Response Books, New Delhi.

Hawkins, P. & Smith, N. (2010). *Coaching, mentoring and Organizational Consultancy*, Tata McGraw Hill.

Hough, M. (2014) *Counselling Skills and Theory*, 4th edn. Hodder Education, London.

Hunt, James & Weintraub, Joseph R. (2010). *The Coaching Manager: Developing top talent in business*, Sage Publications, Thousand Oaks.

Wickman, Floyd & Sjodin, Terri (2005). *Mentoring*, Tata McGraw Hill, New Delhi.

Warren, Redman (1996). *Counselling for your staff*. Kogan Page India Pvt. Ltd.

JanesCaranwell-Ward, Bosson, Patricia & Gover,Sue (2004). *Mentoring: A Henley review of best practices*, PalgraveMacMillan, New York.

#### **ADDITIONAL REFERENCE:**

Additional Readings and Cases for each session will be circulated prior to the commencement of the course.