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Activity 2

Digital toolkit for innovative curriculum and methodological development

Module – Leadership

Method – Mentoring and Coaching

Module 5 – Leadership

Method - Mentoring and coaching

Soft skill focus

This method develops leadership through personalized support and reflective dialogue. Mentoring and coaching strengthen self-confidence, goal-setting, listening, and the capacity to guide or empower others.

Learning outcomes

- Distinguish between mentoring and coaching and understand their roles in leadership development.
- Demonstrate active listening and constructive feedback in a support-based dialogue.
- Set and reflect on personal or professional development goals using mentoring/coaching tools.
- Build trust-based relationships and promote growth in others through structured support conversations.

Target group

Age - 25–50

Gender - All genders

Level of studies – Secondary to higher education (EQF 4–6)

Status (employed/ unemployed/ searching for a job) – Employed, in career transition, or involved in community/NGO activities

Fewer opportunities (if there is the case) – Individuals from rural or economically disadvantaged areas, migrants, or adults with limited access to leadership training

This method is designed for adults seeking deeper self-awareness and practical leadership growth through guided conversation. It is especially helpful for those lacking role models or self-confidence, providing space for clarity, empowerment, and reflective thinking.

Method description

Mentoring and coaching involve structured, supportive one-to-one or small group conversations. A mentor or coach facilitates reflection, asks powerful questions, and helps



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learners set realistic goals. This method enhances emotional intelligence, strategic thinking, and relational leadership. It can be used between peers or in formal/informal adult learning contexts.

Implementation instructions

Timeline: 60–90 minutes per session; can be implemented as a one-time or ongoing process

No. of participants: 6–12 (working in pairs or triads)

Necessary materials: Coaching/mentoring question cards, goal-setting templates, notebooks, feedback forms

Space: Quiet room with seating arranged in pairs or private corners for one-to-one conversations

Implementation in 5 steps

Step 1 – Introduction to Mentoring and Coaching

Start with a short explanation of what mentoring and coaching are, highlighting the difference: mentors offer guidance based on experience, coaches help find answers through questioning. Share examples of when these methods are useful in leadership.

Step 2 – Matching Pairs and Role Selection

Participants pair up. In each pair, one takes the role of the mentor/coach, the other the mentee. Clear roles support structure and focus.

Step 3 – Guided Conversation

Use coaching/mentoring prompt cards (e.g., “What’s a goal you’ve been putting off?” or “What support do you need to move forward?”). The mentor/coach listens actively, asks open-ended questions, and avoids giving solutions. Encourage use of silence and summarizing.

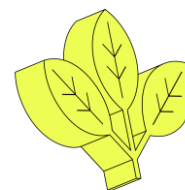
Step 4 – Role Swap and Repeat

Participants switch roles and repeat the process, with new or continued reflection topics. This builds empathy, active listening, and leadership through support.

Step 5 – Group Reflection and Key Insights

Regroup and share: What did I learn about myself? What made me feel heard or empowered? How can I use these techniques in my leadership journey?

Practical tips



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Tip 1 – Offer question prompts for those new to coaching—avoid “fixing” and focus on exploring.

Tip 2 – Clarify confidentiality and emotional safety—participants should feel safe to share without judgment.

Tip 3 – For less experienced learners, model a live 5-minute coaching conversation before starting.

Debriefing questions

Question 1 – How did it feel to be truly listened to without interruption or judgment?

Question 2 – What insights or emotions surfaced during your conversation?

Question 3 – How can you apply mentoring or coaching principles in your everyday leadership practice?

Practical description sheet

Mentoring & Coaching for Leadership Growth

A reflective method for self-awareness, empowerment & interpersonal leadership

What It Focuses On:

- Active listening & empathy
- Goal setting & personal development
- Reflective dialogue & trust building
- Empowering others through support

Who It's For:

- Adults aged 25–55
- Employed, unemployed, or in transition
- Ideal for people with limited access to professional support networks
- All genders, inclusive of adults with fewer opportunities

Session Time:

60–90 minutes (can be repeated for deeper impact)

Group Size:

6–12 participants (pairs or triads)

What You Need:



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- Quiet, comfortable room
- Coaching question cards
- Reflection sheets or journals
- Goal-setting templates

Key Steps:

1. **Intro:** What is mentoring/coaching?
2. **Pair up & assign roles**
3. **First conversation (guided reflection)**
4. **Switch roles & repeat**
5. **Debrief in group**

Why It Works:

- Encourages self-leadership
- Builds relational trust and confidence
- Promotes deep listening & purposeful thinking
- Easy to adapt across learning levels

Practical Tip:

Use prepared prompts & normalize silence — it's part of deep reflection.