



**FMM INSTITUTE**

(C10626805080/ 199901000527/ 475427-W)

Centre for Professional Development



# COACHING AND PROBLEM SOLVING SKILLS DEVELOPMENT WORKSHOP FOR LEADERS

Coaching & Mentoring for High Performance is a two (2)-day workshop, specifically designed to provide you the tools to bring out the best in your team and/or subordinates. You will learn all the principles of coaching and mentoring, the benefits and when they are to be used, how to build rapport, listen and ask questions, give and receive feedback. You will also be introduced to various coaching models to empower you to sustain high-performance in your team.

## TARGET AUDIENCE

- Managers (all levels)
- Leaders in organizations
- Anyone who leads team or works in team
- Anyone who wants to be a better leader or coach

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

### ADMINISTRATIVE DETAILS

Date : **March 12 - 13, 2026**  
(Thursday-Friday)

Time : **2 Days (9:00 am - 5:00 pm)**

Venue : **FMM Institute, Johor Branch**  
**No. 1 & 3, Jalan Kencana Mas 1/1,**  
**Tebrau Business Park III,**  
**81100 Johor Bahru, Johor**

Fees : **RM 1,215.00 (FMM Member)**  
**RM 1,350.00 (Non member)**  
The fee inclusive Service Tax at 8%  
(SST No: W10-1901-32000105)

Closing Date : **February 26, 2026 (Thursday)**

Training Provider : **FMM Institute Johor**  
**MYCOID: 475427W\_JOHOR**



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## **COURSE CONTENTS**

### **MODULE 1 : UNDERSTANDING COACHING VS MENTORING**

- Key differences and similarities
- When to coach and similarities
- Benefits for leaders and team

### **MODULE 2 : LEADER AS A COACH**

- Coaching mindset
- Developing coaching skills

### **MODULE 3: PSYCHOLOGICAL SAFETY IN COACHING**

- Creating safe space for coaches
- Empathy, trust and rapport building

### **MODULE 4: MENTORING PROCESS**

- Types of mentoring
- Stages of a mentoring relationship

### **MODULE 5: Structuring a coaching session**

- Introducing GROW Model
- Setting goals
- Reality- bringing the goal into focus
- Developing options
- Getting commitment for action
- Follow-up coaching conversations

### **MODULE 6: ROLE-PLAYS AND PRACTICE**

### **FACILITATOR**

**Gerald Lee** is an Author, an engaging International Speaker and a Certified Master Coach and Trainer who specialises in creating long-lasting Positive Impact in people's lives.

Gerald is also an award-winning Sales Leader who has previously held senior leadership positions in reputable organizations such as Unilever Malaysia, Celcom Axiata, Ferrero Asia Limited, Munchy's, Etika Group, Red Bull and JobStreet.com, as well as pioneering an FMCG start-up. His expertise includes NLP Coaching, Leadership, Team Management, Sales & Business Development, Branding & Business Growth Strategies; Go-to-Market, Channel & Distribution Strategies and Traditional & Key Account Management.



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**MARCH 12 -13 , 2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH**

FMM Institute (475427-W)

**Puan Sabrina / Pn. Astri / Pn. Ain**

Email : [sabrina@fmm.org.my](mailto:sabrina@fmm.org.my) / [astri@fmm.org.my](mailto:astri@fmm.org.my)  
/ [nur\\_ain@fmm.org.my](mailto:nur_ain@fmm.org.my)

Tel: 07-357 7613 / 14 / 15 / 16 Fax: 07-357 7618

Please tick accordingly:

Fees:  **FMM Member: RM 1,215.00/pax**  
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

**Non Member: RM 1,350.00/pax**  
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,

Please register the following participant (s) for the above programme:

**(To be completed in BLOCK LETTERS)**

1.Name:	IC No:	Nationality:
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Designation:	Email:	Mobile No.:
-----	-----	-----
2.Name:	IC No:	Nationality:
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Designation:	Email:	Mobile No.:
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*(if space is insufficient, please attach a separate list)*

### Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

**We hereby confirmed that (please tick accordingly):**

We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

I (self-sponsor) / We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

**Tin No. : C10626805080**

**BRO No. : 475427-W**

**SST No. : W10-1901-32000105**

**Submitted by:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Designation: \_\_\_\_\_ Tel No: \_\_\_\_\_ Moblie No: \_\_\_\_\_

Company: \_\_\_\_\_ Address: \_\_\_\_\_

Tin No. : (Company Tax Number) \_\_\_\_\_ Business Registration No. (New/Old) \_\_\_\_\_ SST No (If Applicable): \_\_\_\_\_

Company Stamp & Signature: \_\_\_\_\_ Date: \_\_\_\_\_