



**ASHK Soft Skills Workshop - YAS Mentorship Programme Interim Activity**

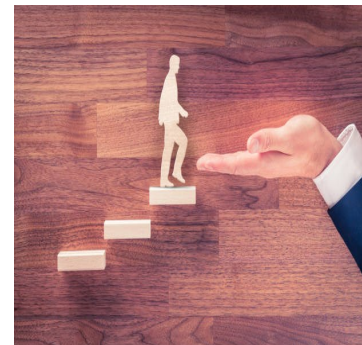
**“Coaching/Mentoring Workshop - for Actuaries ONLY!”**

**Two sessions: 13 June 2018 (Wed) & 21 June 2018 (Thur)**

**(Facilitated by Gina Marescia, Catalyst Consulting Hong Kong)**

**ABOUT THE COURSE**

This interactive workshop provides participants with practical, on-the-job mentoring and coaching skills including models that are easy to remember and apply. We will start with differentiating between Coaching, Mentoring and Managing Performance and when and when not to Coach/Mentor. Then move into how to set up and contract Coaching/Mentoring relationships before delving into the core skills, a skill practice session, learning how to sustain behavioral change and finally tips on how to properly manage and close the Coaching/Mentoring relationship.



Topics of this 2 session Integrated Coaching & Mentoring workshop include:

- What is Coaching/Mentoring/Managing Performance? When & why is it important?
- How to set up & contract the Mentoring/Coaching relationship
- Core coaching skills - Leverage a 4-step model (GROW / Mentoring Models)
- Skills practice – having the conversation
- Sustaining behavioral change & hi-performance habits (self & others using brain science)
- Ending the Coaching/Mentoring Relationship

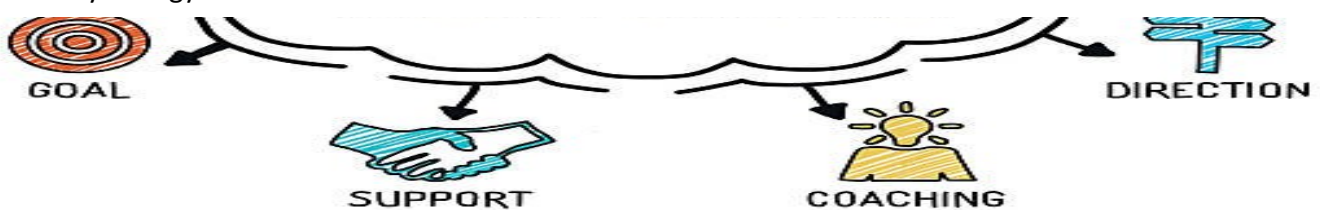
**ABOUT THE SPEAKER**

Gina Marescia has over 24 years business experience in talent development and has worked in-house for insurance companies. She is a certified professional Facilitator, Organizational Psychology practitioner and Mentor. For over 16 years Gina has been a sought after Executive Coach in Hong Kong. She is an approved Executive Coach for companies like Credit Suisse, UBS, JLL, Standard Life, Covestro, Cigna, Mayer Brown JSM, Ageas etc.



Prior to founding and managing Catalyst Consulting HK, Gina held management and specialist roles like First Vice President, Learning and Development (Asia Pacific); Senior Regional Consultant; Change Management and OD Consultant (South Africa) that included working on-site reengineering Old Mutual and Sanlam insurance companies. She also worked in-house as a trainer for Liberty Life a strategic HR Analyst.

Gina is a Mentor for the HK Woman's Foundation and Chinese University. She is a member of HKHRMI, HKDIOPS, HKPS and HKICC and New Day Charity (for girls and women in crisis). She holds a BA in Psychology and two post-graduate degrees in Education and Organizational Psychology.





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<b>Speaker</b>	Ms. Gina Marescia, Catalyst Consulting HK Limited
<b>Dates &amp; Times</b>	Session 1: 6:00 p.m. - 9:00 p.m. (Wednesday), 13 June 2018 Session 2: 6:00 p.m. - 9:00 p.m. (Thursday), 21 June 2018
<b>Venue</b>	Deloitte Hong Kong Office 6/F, Cityplaza 4, 12 Taikoo Wan Road, Taikoo Shing
<b>Admission Fee</b>	HK\$950 per person for ASHK members HK\$1,450 per person for Non-members
<b>CPD</b>	Actuaries may find the course a useful contribution to their CPD. A maximum of 2 CPD hours* per session can be claimed. The amount of hours recorded is left to the discretion of the individual.
<b>Group Size</b>	Number of participants for this course is <b>limited to 20 persons</b> . This means that every participant gets focused and personal attention to deal with their specific needs. Substitutions with prior notification will be allowed if participants cannot attend both evenings.

\* 1 CPD hour = 60 minutes

## COURSE AGENDA

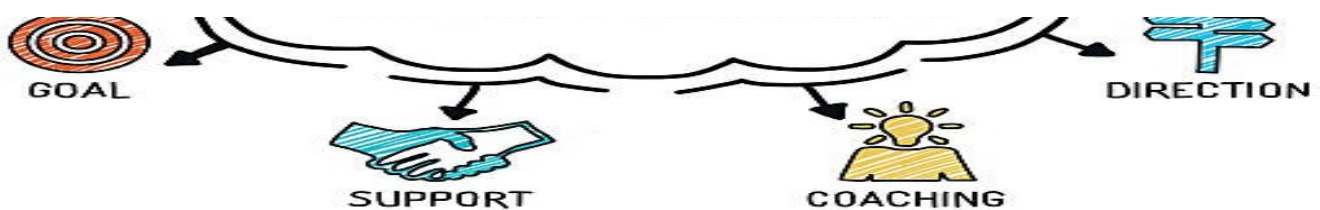
### Session 1 (Wednesday, 13 June 2018)

6:00 - 6:30 p.m.	Registration & refreshments
6:30 - 8:30 p.m.	Differentiating between Coaching, Mentoring and managing performance <ul style="list-style-type: none"> <li>• What is Coaching Vs Mentoring?</li> <li>• A Mentoring model &amp; core skills</li> <li>• Mentoring Skills practice</li> </ul>
8:30 - 9:00 p.m.	Networking with refreshments



### Session 2 (Thursday, 21 June 2018)

6:00 - 6:30 p.m.	Registration & refreshments
6:30 - 8:30 p.m.	How to set up and contract Coaching/Mentoring relationships <ul style="list-style-type: none"> <li>• A demo: When does Mentoring no longer work &amp; Coaching is necessary &amp; more effective</li> <li>• Introduction to the GROW Coaching Model</li> <li>• Coaching skills in practice</li> </ul>
8:30 - 9:00 p.m.	Networking with refreshments





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**ENROLLMENT FORM**

**Personal Particulars**

Name of Company: \_\_\_\_\_

Name of Member(s): \_\_\_\_\_ Member ID: \_\_\_\_\_

Name of Non-Members: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No.: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Registration (Deadline: 4 June 2018)**

Members of ASHK: HK\$950@ x \_\_\_\_\_ Person (s)

Non-Members: HK\$1,450@ x \_\_\_\_\_ Person (s)



**Notes**

1. Payment must be settled by crossed cheque payable to “The Actuarial Society of Hong Kong” and sent to ASHK Office, 1803 Tower One, Lippo Centre, 89 Queensway, Hong Kong on or before 4 June 2018. Receipts will only be issued upon request.
2. Bookings are on a first-come-first-served basis. No reservations will be accepted after 4 June 2018. (Seating capacity of 20, so please register early to avoid disappointment.)
3. No refund will be given for cancellation received after 4 June 2018.
4. Full amount will still be charged for no show, but substitutions may be made. In case of substitution, please notify us prior to the event.

**For seat reservation, please reply by 4 June 2018 by returning this enrollment form and sending a cheque to ASHK Office:**

Tel: (852) 2147 9419 (Ms. Cherry Lee)  
 Fax: (852) 2147 2497  
 Email: [cherrylee@actuaries.org.hk](mailto:cherrylee@actuaries.org.hk)  
 Address: 1803 Tower One, Lippo Centre, 89 Queensway, Hong Kong

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