

**Answer the following Questions:**

**Q: 1:** Short Questions. (15)

- I. What is the difference between coaching and mentoring?
- II. Who is a mentee?
- III. What are the three elements of coaching?
- IV. When do you know it is time to give up on coaching an employee?
- V. Generate some opening sentences for your coaching conversation.

**Q:2:** Discuss the key coaching skills. (7)

**Q:3:** Which of the competencies listed are most important in your coaching role: communication, helping, teaching, mentoring, and/or challenging? (8)