

## Overview

Mentoring is vital business tool that aids the professional and personal development of both Mentor & Mentee. It fosters strong relationships, boosts confidence and enables experts in their roles to share their accumulated knowledge with those who aspire to develop themselves further in their careers. By training key staff in the key skills to become a Mentor within your organisation it will greatly impact on productivity and employee engagement.

## Who is it for?

This programme is ideal for those who want to learn an effective structure for mentoring as part of their own professional development. Providing them with the skills to successfully mentor others to achieve their own work based goals and aspirations.

## Course content to include...

Becoming a Mentor	Being a Mentor
<ul style="list-style-type: none"><li>• Definition of mentoring &amp; its benefits</li><li>• The characteristics of a successful mentor</li><li>• Best practice mentoring framework</li><li>• Building relationships and establishing a partnership for mentoring</li><li>• The roles &amp; responsibilities of mentor &amp; mentee</li><li>• First meeting checklist</li><li>• How to set clear guidelines for successful mentoring - agreeing boundaries &amp; ground rules</li><li>• Building rapport, trust &amp; commitment</li><li>• Setting clear objectives and designing a plan to achieve those objectives</li><li>• Effective listening and questioning skills</li><li>• Social intelligence - Reading your mentee - reading body language &amp; tone of voice</li><li>• Using conscious unconscious competence - eliciting your own strategies for success to impart knowledge to others</li></ul>	<ul style="list-style-type: none"><li>• Day one skills review &amp; success stories</li><li>• Skills assessment - identifying key skills &amp; competencies</li><li>• Tailoring the mentoring approach to learning styles</li><li>• Employing a strengths-based approach to develop self &amp; develop mentees</li><li>• Using coaching skills as part of the mentoring process</li><li>• When to use coaching in your role as a mentor</li><li>• Using the GROW model</li><li>• Delivering constructive developmental feedback</li><li>• Action planning - using SMART goal setting to set and negotiate an action plan moving forward</li><li>• Mentoring practice &amp; peer feedback</li></ul>

## By the end of the course learners will be able to...

- Clearly define what mentoring is & the role of both mentor & mentee
- Know how to structure an effective mentoring programme
- Use coaching as part of the mentoring process

