

## Mentoring - don't do it alone

### Introduction

This mentoring training is designed to give mentors an insight into what effective mentoring actually means.

At last! Lots more companies are waking up to the fact that people can't always 'do it' alone. They need support, guidance and nurturing. To help with this, organisations are putting mentoring programmes in place. All well and good. However, once in place, a lot of people don't quite know where to go from there.

- How should it work?
- What are its aims and objectives?
- What does being a mentor mean?
- And how do people use a mentor if they've been assigned one?

Effective mentoring is unbiased, objective support that identifies the qualities and abilities in other people and develops them.

It identifies which hurdles are hard to get over and finds ways to get over or circumvent them when appropriate.

This workshop will enable attendees to put in place a blueprint, to develop their own role as a mentor.

### Objectives

By the end of this course participants will be able to:

- Define the role of a mentor and mentee
- Apply the dynamics of working one to one with their team members
- Use up to date mentoring tools
- Describe how mentoring make a difference to performance
- Build a relationship of trust
- Display active listening skills and intuitive questioning skills
- Detail goal setting to improve performance
- Set and manage expectations and set boundaries
- Retain objectivity in the face of someone else's emotions
- Guiding someone to a solution without telling them
- Plan how to mentor different individuals and deal with stressful situations
- Undertake a successful mentoring meeting
- Utilise tailored mentoring agreement, plans and templates
- Carry out focused personal action

## Content

A sample of what is covered includes:

- What is mentoring?
- Effective mentoring
- The big picture - coaching and mentoring in the organisational structure, processes, strategies and goals
- How mentoring fits into our strategic planning and how it helps us attain our manpower, talent and performance goals.
- Skills and competences of a mentor including:
  - The role of a mentor
  - Phases in the mentoring life cycle
  - The four stages in the mentoring process
- Benefits of mentoring
- The first meeting
- Establishing ground rules
- The mentoring contract
- Completion of a personal action plan
- Understanding the gap between actual performance, required performance and outstanding performance
- Choosing the right mentoring model
- How to measure mentoring program on three levels: individual learning, program health & mentoring connection

