

MENTORING TRAINING

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COURSE LENGTH: 1.0 DAYS

Mentoring is gaining popularity as an internal method of sharing knowledge and experiences, but not every knowledgeable and experienced employee can be a mentor. The Mentoring Training course is for mentors to learn the duties, responsibilities and specific behaviours they must observe to ensure a successful and rewarding mentorship program.

The Mentoring Training course covers the following topics: what is mentoring and its application for improvement in the workplace, importance of mentoring, how to create, maintain & transition a mentoring relationship, behaviours to avoid, specific behaviours to maximise the impact of a mentoring relationship and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

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MENTORING TRAINING COURSE OUTLINE

FOREWORD

Mentoring isn't what it used to be. In today's high-tech, global economy, the days of stiff hierarchy and loyalty to the status quo are long gone.

Today's mentors understand that they have as much to gain from building close working relationships and sharing their experience with others as they have to give. Whether you are entering an informal arrangement or a formal training program, learn how to make mentoring more meaningful for everyone.

OUTCOMES

- ▶ Describe mentoring & its application in today's workplace
 - ▶ Practice mentoring in the development of other people
 - ▶ Create, maintain & transition a mentoring relationship
 - ▶ Master specific behaviours to maximise the impact of a mentoring relationship
 - ▶ Determine which behaviours to stay away from in a mentoring relationship
 - ▶ Apply mentoring to improve the workplace
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MODULES

Lesson 1: What is Mentoring & Why it Matters

- ▶ What Mentors do
- ▶ The enabling Mentor
- ▶ Mentoring today
- ▶ What does mentoring look like?
- ▶ The power of relationships in our lives
- ▶ Mentors care beyond the work
- ▶ A mentor goes above and beyond
- ▶ Part summary

Lesson 2: Creating a Mentoring Relationship

- ▶ Stages of development
- ▶ Where to begin
- ▶ The Mentoring Match
- ▶ Determining Mentee expectations
- ▶ Developing a partnership
- ▶ Guiding principles
- ▶ Creating a Mentor/Mentee Agreement
- ▶ Two-Way Mentoring / Reverse Mentoring
- ▶ Part summary

Lesson 3: Maintaining a Mentoring Relationship

- ▶ Adopting a change attitude
- ▶ Managing change
- ▶ Coping mechanisms
- ▶ Mirroring
- ▶ Validation
- ▶ It's rarely black or white
- ▶ Progressive adaptation
- ▶ Part summary

Lesson 4: Navigating the Mentoring Relationship

- ▶ Effective mentoring tools
- ▶ Shifting context
- ▶ Active listening
- ▶ Naming feelings
- ▶ Listening for motivation
- ▶ Constructive confrontation
- ▶ Information that has positive impact
- ▶ Giving permission
- ▶ Being genuinely curious
- ▶ Part summary

Lesson 5: Fine Tuning & Transitioning the Mentoring Relationship

- ▶ Fine Tuning and transitioning
- ▶ Potential pitfall one: giving criticism
- ▶ Potential pitfall two: giving advice
- ▶ Potential Pitfall three: trying to rescue
- ▶ Transitioning the relationship
- ▶ Part summary

Lesson 6: Conclusion

- ▶ Course review
- ▶ Planning engagement with the mentees
- ▶ Post course assessment if required

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)