

## Effective Mentoring

**Duration:** 1 Day

**Participants:** 6-12

**Who should attend:** Anyone proposing to or acting as a mentor, whether outside or as part of a formal mentoring scheme.

**Aim:** To enable mentors to clarify their role and develop the skills for mentoring others.

### Objectives:

Having completed a programme participants will be able to:

- > Describe the differences between coaching and mentoring
- > Identify the benefits to themselves, mentees, and the organisation
- > Explain the role and skills of an effective mentor
- > Develop their own skills in working with others on a mentoring basis
- > Take on a mentoring role with confidence

### Key Content

**What's in it for me?** participants are encouraged to explore what they will get from mentoring others

**Approaches to Mentoring:** opportunities to discuss the drawbacks and benefits of different mentoring arrangements and interventions

**Skills development:** participants are encouraged to practise and develop their own skills, including the use of Peer Mentoring after the programme

*This programme can be adapted to incorporate a specific mentoring scheme.*

### Outline format

#### Day One

##### What is mentoring?

- > Personal aims and experiences
- > Coaching v. mentoring
- > What's in it for me?

##### Approaches to mentoring

- > Personal preferences
- > 'Helping' styles

##### Key skills

- > Personal skills review
- > Behaviours that help and hinder
- > Skills to avoid

##### Mentoring Meetings

- > Framework
- > What can go wrong?
- > Practice session

##### Matching mentors and mentees

- > Criteria and known effectiveness
- > Aims of mentoring
- > Closing the relationship

##### Moving Forward

- > First meeting preparation
- > Personal review

### Further Information and Bookings

Please contact Denis Mahoney at Business Transformation (Training and Coaching) on 01903 784783 or 07766 333294 or be email at [denis.mahoney@business-transform.co.uk](mailto:denis.mahoney@business-transform.co.uk).