

Mentoring Skills for Success

Suitable for

Anyone with a mentoring role including those new to mentoring role and as a refresher for experienced of mentors. The course covers mentoring employees who are new to the organisation and supporting the development of existing employees and talented high performers.

Benefits for business

This course will provide your people with the knowledge and skills required to successfully build and maintain mentoring relationships ensuring maximising return on investment by getting the best from all employees. It also includes practical tips, tools and guidance to support success and deal with difficult issues.

Course content

Preparing yourself to be a brilliant mentor

- Overview of the mentoring scheme and competence framework – industry specific
- Formal stages in the mentoring process – industry specific
- Key role, responsibilities and tasks of the mentor
- Building confidence and overcoming your fears
- Communicating the whole message
- Preparing yourself and the mentee for the mentoring relationship

Establishing and maintaining the mentoring relationship

- Setting the scene and building rapport
- Mentoring skills and qualities – listening, questioning, guiding, supporting, sharing experience
- Agreeing the objectives of the mentoring relationship – from novices to peak performers
- Using positive reinforcement and giving constructive feedback
- Dealing with difficult situations
- Handling the paperwork and action planning

Putting it all together

- Practical exercises and group work – planning, paperwork and skills practice
- Tool-kit of resources, tips and guidance to use in the workplace
- A personal action plan

Duration and venue

- One day delivered on site or local training venue

Support option

- Individual on going support to transfer learning to workplace

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