



Mentoring Workshop

Developing Talent within Your Organisation

(1-day workshop)

Who should attend?

HR Representatives involved in setting up a Mentoring Programme and Line Managers/Executives who will be acting as chosen mentors within the organisation.

LEARNING OBJECTIVES OF THIS PROGRAMME:

- to understand the principles and practice of successful mentoring in the workplace.
- to develop a greater understanding of what mentoring is and how it differs from coaching and counselling.
- to explore the benefits of formal mentoring and what it can bring to you, your mentee and the organisation.
- to develop the best match between mentors and mentees
- to manage the Mentoring quadrangle effectively
- to develop a greater understanding of your personal leadership style and adapting your individual style to one which is compatible and adaptable to the development needs of your mentees.
- to identify appropriate learning opportunities for mentees.
- to build and develop the necessary skills to be a good mentor:
 - identifying the role of mentor and mentee
 - active listening
 - giving and receiving feedback
 - to understand and develop the skills required to maintain a good mentoring relationship.

Learning Methodologies:

The programme modules will be presented through the use of a variety of learning methods including:

- Short presentations
- Plenary group discussion,
- Break-out groups
- Role-play
- Tailored group activities

MODULE ONE:

Developing a Business Case for Mentoring:

- What is the business case for Mentoring?
- What mentoring or 'buddy' system is and how it differs from coaching and counselling.
- The Roles of Mentor and Mentee.
- Characteristics of a Good Mentor and Mentee.

MODULE TWO:

Understanding Your Personal Style:

- Understanding your Personal Leadership Style: 'Success Insights'™ Profile.
- The Mentor's role in enabling development: A positive platform for mentoring within the organisation.
- Assessing the development needs of your mentee: Personal Development Plans.
- Identifying appropriate learning opportunities for mentees within your organisation.

MODULE THREE:

Successful Mentoring Relationships:

- Setting goals and boundaries for the relationship.
- Developing Competences: Developing key competences with sustained mentoring discussions.
- Managing the Mentoring Quadrangle.
- The role of mentoring in shaping future leaders.

MODULE FOUR:

Principles of Good Communication

- Building Rapport
- Develop Active Listening Skills
- Giving and Receiving Positive and Constructive Feedback.

MODULE FIVE:

Evaluation and Review

- Evaluating the Mentoring Programme
- Using the Mentoring Forms
- Next Steps