



## Mentoring

*Mentoring* introduces tools and skills to prepare for becoming a mentor or for improving your current mentoring approach. It explores and practices the four roles of mentoring: role model, coach, connector, and advocate. Participants of all skill levels benefit from this 16-hour course by improving their understanding and ability to mentor individuals and avoid common traps. A well-defined, proven mentoring process is presented and a variety of practice sessions allow for skill building. Mentoring skills of listening, questioning, and providing developmental feedback are practiced.

### PROGRAM OBJECTIVES:

This course uses a highly interactive teaching style, combining practice sessions with relevant theory and principles to make a rich and engaging learning environment to:

- Learn all about mentoring
- Understand the functions and roles of a mentor
- Learn the methodology for setting up a successful mentor relationship
- Practice mentoring skills in mentoring role plays

### COURSE CONTENT:

**What is Mentoring?:** explore the uniqueness of mentoring and the functions a mentor performs

**Mentoring Roles:** role model, coach, connector, advocate

**Effective and Ineffective Mentors:** identify how to be an effective mentor and learn what traps to avoid; Mentor Readiness Assessment

**The Mentoring Plan:** learn the best practices for getting started with a mentee

**First Meeting:** getting acquainted, discussing goals, creating agreement

**Second Meeting:** top 3 goals, Learning Approach, Action Plan

**Practice Sessions:** practice both first and second meetings

**Skill Practice:** listening, questioning, providing feedback skills are practiced

**Implementation Planning:** where to begin