N826: Effective Mentoring Skills

Instructor(s): Andy Beech

1 Day	Competence Level: Not Applicable
🖥 Classroom Course	

Summary

Mentoring is a relationship between two people; the mentor and the mentee. Each mentoring relationship will be different but on this course participants will learn that effective mentoring is a skill that can be developed. Participants will gain a more expansive view of mentoring relationships and assess their mentoring competency against a mentoring framework. They will become more effective and influential mentors.

Learning Outcomes

Participants attending this course will be able to:

1. Integrate an expansive view of mentoring into their leadership responsibilities.
2. Start and maintain effective mentoring relationships with their mentees. What does success look and sound like?
3. Assess when to use a coaching, counselling, networking or guiding approach with their mentee.
4. Set up agreed goals and roles and responsibilities in the mentor/mentee relationship.
5. Feedback - 'The Breakfast of Champions'.
6. How to listen - really listen.
7. Pre-empt possible mentoring pitfalls and plan to avoid them.
8. Appraise their own mentoring skills based on a 10 point mentoring competency framework in order to develop their own skills.
9. Assess the success of the mentor/mentee relationship.

Duration and Training Method

A one-day classroom course. This course uses a combination of presentations, group work, experiential exercises, case studies and role plays to ensure that participants learn and develop the skills to use the various principles and techniques described. We use audio recording of the role-play for maximum learning outcomes.

Who Should Attend

This course is designed for all established employees who wish to become effective mentors.

Prerequisites and Linking Courses
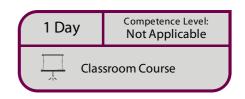
There are no prerequisites for this course.

Course Content

Getting Started

- Introductions and Expectations
- Purpose Process Pay-Off

Mentoring

- What is mentoring?
- Developing expansive views of mentoring
- Coaching, Counselling, Networking and Guiding. How they differ and when to use
- An organisational perspective of mentoring. Informal and formal mentoring programs
- Expansive views on the benefits to mentor, mentee and organisations
- Choosing mentees. Choosing mentors. Matching mentors to mentees. Considerations for making a good match

Goals, Roles and Responsibilities

- Agreeing goals, ground rules, roles and responsibilities of the mentoring relationship.
- How long does a mentoring relationship last?
- Exploring different methods of interaction
- Assessing the success of mentoring relationships and programs

Learning Styles

- Understanding of participant's preferred Learning Style (pragmatist, theorist, activist and reflector)
- Using Learning Styles with their mentees

Put Yourself in Their Shoes

- Participants will gain insight into the thoughts and feelings of their mentee so that rapport can be built more quickly

Mentor Competencies

- Self assessment against the 10 competencies of an effective mentor
- Design personal development plan for mentoring competencies

Role Play

- Participants role play the first meeting with their mentee. Audio capture and feedback on their performance

Pitfalls and How to Avoid Them

- Identify the common challenges and pitfalls to an effective mentoring relationship
- Plan to avoid and/or minimize the challenges

Action Planning

- Personal action plans developed