

## Mentoring Skills



This is a blended programme providing skills, knowledge and insights to enable participants to act as mentors for colleagues in their own organisation

### Overview

Mentoring is a confidential one-to-one work relationship to help someone make the most of their talents by providing guidance, encouragement and support on practical issues, setting goals and achieving results within a specific timeframe.

The benefits for the mentee broadly include:

- A better understanding of the formal and informal structures of the organisation
- Identifying opportunities within their organisation and the experience, skills and competencies required to take advantage of those opportunities
- Developing their own career aspirations into realistic objectives
- Reflecting on their career progression and resolve any problems identified
- Planning their own development
- Expanding their own professional and personal networks within the organisation.

Additional benefits can also include:

- Greater self-confidence
- Enhanced interpersonal skills
- Increased acceptance and effective use of feedback
- Improved job motivation.

### Format

The mentoring skills programme is in three parts:

- A pre-workshop assignment
- A one-day practical workshop
- A post-course activity involving preparation for and delivering a mentoring session.

South East Training is the trading name of South East Training Network Limited

Registered in England and Wales No: 07221826

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## Programme Aims

The aim of this programme is to:

- Develop participants' skills, knowledge and insights to enable them to act as mentors for colleagues in their own organisation.

## Programme Objectives

On completion of this programme, participants will be able to:

- Explain the key principles of mentoring and the benefits to the organisation, the mentee and mentor
- Describe the roles and responsibilities of mentor and mentee
- Describe the key elements of the mentoring process
- Demonstrate practical mentoring skills and behaviours
- Identify unconscious bias and other issues that might jeopardise a mentoring relationship
- Identify the support available to mentors for continued development
- Explain the organisation's mentoring process
- Identify the next steps on the mentoring journey.

## Content of the Pre-Workshop Assignment

- Principles and benefits of mentoring
- Mentoring in comparison to other forms of 1:1 support
- Developing a mentoring scenario

## Content of the Workshop

- Review of pre-workshop assignment
- Essential mentoring skills
- Mentoring skills – managing the relationship
- Mentoring skills – questioning and listening
- Getting started
- Mentoring issues
- The GROW model
- Mentoring practice
- Individual learning review

## Content of the Post Workshop Activity

The post work activity involves planning for a mentoring session with a colleague, conducting the session and then reflecting on it using the Gibb's Reflective Model.

Product Code: MENTS

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