

Mentoring Skills

Course Code

SSBS160

Duration

1 Day

Format

Classroom | Classroom/Virtual |
Virtual

Overview

This highly participative and engaging course explores the key skills necessary to mentor colleagues effectively. Attendees will gain an understanding of the mentoring process, they will work through different approaches and learn how to pick the right style for their mentee. They will look at the importance of action plans in order to measure the effectiveness of the mentoring sessions. For maximum impact all participants will get the opportunity to deliver a mentoring session and receive feedback on same.

The training methods employed will centre on developing a highly interactive environment where participants will learn through a combination of short presentations, interactive discussion, and role play.

Objectives

On completion of this course attendees will have learnt to plan for and deliver an effective mentoring session.

Content

- What is a Mentor?
- Role and responsibilities of a Mentor
- Difference between a coach and a Mentor
- Planning for your Mentoring session
- The mentoring process
- Different styles of mentoring
- Selecting the correct style for your mentee
- Creating a mentoring action plan
- Putting the Action Plan into place
- Following up on Mentoring sessions
- Asking for feedback
- Role play

Who Should Attend

This course is designed for anyone who would like to develop skills to mentor colleagues effectively.

Prerequisites

There are no prerequisites for this course.