



Mentoring Skills

Purpose

To give mentors the skills to fulfil their responsibility effectively and help develop the mentee and themselves.

The Need

Many far-sighted companies commit themselves to management development. They may appoint mentors as a support to individuals on the programme. The 'mentors' themselves, though experienced in business, often need assistance to enable them to undertake this responsibility effectively and efficiently. Mentors need to understand the boundaries of their role, and to develop the skills to create trust from the mentee. They also need to learn not to solve all the mentee's problems, but help them solve them.

This programme gives the awareness, the structures and the skills for an effective mentor.

Contents

The programme covers:

- ▶ The mentors role
- ▶ The link with Line management
- ▶ The expectations of mentees and mentors
- ▶ Problems and pitfalls

The participants will have opportunities to practise the skills during the workshop.

Benefits

After the workshop:

- ▶ Junior managers will obtain accelerated learning
- ▶ Managers will be able to use their available time for mentoring more effectively
- ▶ Managers will achieve greater satisfaction from the success of their 'charges'
- ▶ A culture of 'passing on knowledge' will be encouraged
- ▶ There is likely to be reduction in staff turnover amongst the mentees

The participants will have opportunities to practise the skills during the workshop.

Participants

This workshop is designed for managers who, in addition to their normal responsibilities, are required to be a mentor for someone outside their department or even functional area.

Duration and Format

The workshop takes place over 2 days, with a gap between. Day 1 defines the role and establishes the basic skills. Day 2 enables the participants to enhance their skills in building a positive relationship with the mentee.