

Mentoring Skills

Mentoring can play a key role in developing one's career. Managers who have achieved career success need to counsel and guide others for the purpose of helping them achieve similar success. The best mentors combine technical competence, experience, the ability to communicate, and most importantly the ability to listen. Managers have the responsibility to discuss and advise staff members on aspects of their work and professional long term development. Training in the skills of mentorship is in itself important. Managers need to learn how to train and guide others. The course will identify how to do this in your own style of management.

Who will the course benefit?

Any managers or supervisors who are responsible for the performance of others and who need to mentor their staff.

Course Objectives:

To provide the necessary skills to be an effective and competent mentor.

Course Duration: 1 to 2 days

This course will enable delegates to:

- Understand the role of the mentor and the necessary skills
- Create a mentoring programme
- Identify and practise the interpersonal skills needed in mentoring
- Build relationships
- Use their own strengths and experiences to develop others
- Produce action and development plans

Course Content

Mentoring

- Define dynamic mentoring
- The benefits of mentoring
- Understand the roles, responsibilities and qualities of mentors
- Structuring a mentoring programme

Building Partnerships

- Productive mentoring relationships
- Natural behavioural and communication styles
- Improving interpersonal relationships
- Respect and confidentiality

Mentor Development and Sessions

- Effective Mentoring
- Understanding their strengths and experience
- Helping others overcome shortcomings and build upon strengths
- Developmental opportunities

Action Planning

- Development activities
- Shadowing experience
- Develop an Action Plan