



Training Academy

MENTORING SKILLS

COURSE DURATION

Face to face – 1 day
Virtual – 3.5 hours

NUMBER OF DELEGATES

The recommended number of participants is:

Face to face 6 - 8
Virtual 4 – 6

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COURSE OVERVIEW

Organisations are always looking for different ways to develop their people and their skills. Mentoring is becoming a more widely used method and this workshop focuses on the skills and approaches needed to be an effective mentor.

OBJECTIVES/OVERVIEW

The aim of this workshop is to give delegates information and tips for developing and managing the mentor/mentee relationship.

By the end of this workshop you will:

- Understand the differences between mentoring, coaching and training
- Know the benefits of mentoring for both parties
- Demonstrate the skills required to be an effective mentor
- Know what is involved in the mentoring relationship
- Understand the responsibilities of the mentor and mentee

What is Mentoring?

- The differences between mentoring, coaching and training
- What are the benefits of mentoring?

Mentoring Skills

- What are the skills required to be an effective mentor?
- How can you develop these skills?

The Mentoring Relationship

- Setting up the mentoring relationship
- Setting expectations
- The responsibilities of the mentor and the mentee
- Preparing and holding an effective mentor/mentee meeting

BENEFITS

By the end of this workshop delegates will have gained an understanding of what mentoring is, how to use it and to get best out of the mentoring relationship for both mentor and mentee.