Mentor Training

Mentoring is a learning support where an experience person provides guidance, knowledge and advice to someone who is in development or has less experience in the given topic or function.

This is course will help participants to develop their skills as a mentor, increase their awareness of the role and responsibilities as a mentor and highlight how the role of a mentor might personally benefit their own development.

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| **Who should attend?**  All individuals who are involved in the mentoring of another person.  **Course Benefits**  By the end of Mentor Training you will be able to explain the mentor/mentee relationship and the roles & responsibilities. Develop a clear set of guidelines and principles for a successful mentor relationship. Understand and use specific tools to help you provide effective support for the mentee and confidently deliver exceptional mentor support.  **Programme Content**  **Roles & Responsibilities**   * Mentor responsibilities * Mentee responsibilities * Working through the stages of the mentoring relationship   **Code of Practice & Confidentiality**   * Discretion * Do’s & Don’ts   **Mentoring Agreement**   * Identify the need for an agreement * Develop a sample agreement | **Encouraging Reflection**   * Developing methods to encourage mentee reflection * Gibbs Model of reflection   **Facilitative Vs. Directive Mentoring**   * Knowing when to challenge and when to instruct to get the best results   **Using Questions**   * Exploring different types of questions to get different effects   **Giving Feedback**   * Using a feedback model to define the different levels of feedback and how to implement them | **Contact information**  **Jeanette Lonsdale**  **HR Consultant**  **First Call HR**  **Tel: +44 (0)7917 333999**  **Tel: +44 (0)1295 720988**  **Email: jeanette@firstcallhr.com** |