

# EFFECTIVE MENTORING

COURSE OUTLINE

01428 741 482  
capitaltraining.com



# Effective Mentoring

## Course Aims

This course/ workshop is designed to give your chosen mentors additional guidance, encouragement, and mentoring training to give them the mentoring skills to back them up while working with their mentees. We will demonstrate good practice even when a learner seems to be disengaged. It is practical course and delegates will be asked to mentor using different approaches.

## Duration

6 hours (Face to Face or Virtual)

## Target Audience

This course/ workshop is designed to give your chosen mentors additional guidance, encouragement, and mentoring training to give them the mentoring skills to back them up while working with their mentees. We will demonstrate good practice even when a learner seems to be disengaged. It is practical course and delegates will be asked to mentor using different approaches

## Learning Outcomes

By the end of the course, participants will be able to:

- Analyse the skills required within the role of a mentor.
- Explain methods that align expectations of the mentor and learner.
- Examine how mentors assess and evaluate the learning needs to progress the learner.
- Practice different approaches and questioning techniques.
- Practice giving and receiving feedback that in motivational and developmental.
- Use positive reinforcement strategies.
- Recognise ways of working with the diversity and different needs of the learner.

# Course Content

## Session 1 - Skills, roles and setting up successful mentoring

- Fundamental of mentoring
- What is it and when to use it?
- The benefits, the role, the skills
- Diverse needs and ways of working with learners
- Analysis skills - strengths and development areas
- Setting up expectations, best ways of working, boundaries
- Purpose and goal setting

## Session 2 - Practicing different approaches to mentoring

- Recognising strengths and building rapport
- Developing active and reflective listening skills
- Questioning skills to engage, support, and develop others
- Appreciative conversation methods
- Making objectives 'smarter' and motivational

## Session 3 - Assessing the mentoring

- Assessing and evaluating the mentoring
- Reviewing the learners progress
- Practice giving feedback that is motivational and developmental.
- Explore ways the learner can give feedback

## Session 4 - Managing different situations – opportunities and challenges

- Discovering ways to unlock the potential in different ways – we are all unique
- Managing internal change
- Self-concept and the comfort zone
- Concluding the mentoring