Telephone: 01255 870009
Website: www.infinity-training.co.uk
Email: info@infinity-training.co.uk

Effective Mentoring

Number of delegates: 8
Duration: 1 day
Location: Horsley Cross

Who should attend

This course is suitable for first time mentors as well as those who already have experience at mentoring and who wish to improve their techniques and mentoring styles.

Objectives

On successful completion of the course, delegates will have covered the following areas:

- What is mentoring and how can it contribute to organisational and individual development?
- Coaching vs. Mentoring - what is the difference?
- Managing the mentoring process from course completion or for NVQ/QCFs
- Establishing ground rules, setting targets and expectations
- Your mentoring style; how this effects your learner and how self awareness can enhance the mentoring relationship
- Developing an effective relationship with your mentee
- Limits and boundaries of the mentor
- Mentoring values
- Pitfalls when mentoring and how to avoid them
- The importance of self management and being a professional mentor
- Listening and responding in an empathetic manner
- Evaluation of a mentoring session
- Goal setting and action planning
- The importance of communication with the mentee's employer

Learning approach

100% classroom-based with PowerPoint presentations and visual aids
Active discussions with delegate's involvement including question and answer sessions, role play, useful notes and handouts for future revision.
Short theory test to gather evidence that the learner has understood and achieved the required standard.

Pre-requisites

Delegates need a good understanding of the English language and be able to communicate well at all levels. In addition to this delegates need to be deemed as competent in the subject on which they will be mentoring.

For more information or to make a booking, please email info@infinity-training.co.uk