

IMPLEMENTING MENTORING PROGRAMS

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COURSE LENGTH: 1.0 DAYS

This Implementing a Successful Mentoring Program Training Course includes the various facets of mentoring such as its development, building mentor/mentee relationships, employee and organizational needs, mentoring functions and more. A successful mentoring program creates relationships and an environment where employees feel free to share their professional and personal skills and knowledge.

This Implementing Mentoring Program training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

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IMPLEMENTING MENTORING PROGRAMS COURSE OUTLINE

FOREWORD

This Implementing Mentoring Program training course from PD Training will aid mentees and mentors to fully understand the idea and process of mentoring. The course teaches information about the roles, responsibilities, goals and support structure of the mentoring procedure. Furthermore, it also explains the process of matching and provides participants the characteristics to consider in a mentee or mentor.

Mentoring is rapidly becoming recognized worldwide as a highly effective people development process. Managers are often time poor and see employee interaction as a distraction. Although the introduction of formal mentoring programs in the workplace is relatively new, the process of more experienced colleagues offering support, advice and assistance to younger and less experienced group members has a long history.

This course will help you capture the benefits of these informal support networks and outline what is needed and to design, implement and adapt a successful mentoring program.

This course is based on the work of Kathy Lacy, in her book "Making Mentoring Happen: A simple and effective guide to implementing a successful mentoring program".

OUTCOMES

- ▶ Discuss the developments in mentoring
 - ▶ Understand the roles Mentors & Mentees play and the benefits of mentoring
 - ▶ Learn how mentoring works & what the potential pitfalls are
 - ▶ Understand mentoring in the workplace & describe the role of the facilitator implementing the program
 - ▶ Design a formal mentoring program
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MODULES

Lesson 1: Developments in Mentoring

- ▶ Formal Mentoring Programs
- ▶ Organisational Needs
- ▶ Employee Needs
- ▶ Some Useful Definitions
- ▶ Professional Supporters
- ▶ Role of the Mentor
- ▶ Role of the Mentee
- ▶ Benefits of Mentoring Programs

Lesson 2: How Mentoring Works

- ▶ Types of Mentoring
- ▶ Mentoring Functions
- ▶ Program Characteristics
- ▶ A Formal Mentoring Program in a Nutshell
- ▶ Potential Pitfalls

Lesson 3: Mentoring in the workplace

- ▶ Perceptions of Learners
- ▶ Developing Strong Mentor Relationships
- ▶ Role of the Facilitator in the Relationship
- ▶ Factors that Influence the Decline of the Relationship
- ▶ Behaviors that Help the Relationship to Mature

Lesson 4: Workplace Activities

- ▶ Orientation
- ▶ Mid-Cycle
- ▶ Relationship Closure

Lesson 5: Additional Program Material

- ▶ Checklists
- ▶ Sample Documents
- ▶ Proformas
- ▶ Other Tools

WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)