PROFESSIONAL DEVELOPMENT TRAINING

3158 3955

REQUEST QUOTE

1.0 DAY COURSE

# Mentoring Training

**The relationship between mentor and mentee is all about mutual sharing, learning and the personal and professional development of both parties. The training course is designed to offer mentors and mentees an insight into the meaning of effective mentoring. By learning skills like goal setting, giving feedback and active listening, you will be better prepared to be mentored or to be a mentor.**

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

**Contact us today for a group quote.**

### What You'll Gain:

Being a good mentor or mentee is critical in order to make the most out of any mentor/mentee relationship. This Mentoring training course will help to fill the gap and deliver guidelines that are useful for anyone in a mentoring relationship.

Mentoring isn't what it used to be. In today's high-tech, global economy, the days of stiff hierarchy and loyalty to the status quo are long gone.

Today's mentors understand that they have as much to gain from building close working relationships and sharing their experience with others as they have to give. Whether you are entering an informal arrangement or a formal training program, learn how to make mentoring more meaningful for everyone.

## Outcomes

- Describe mentoring & its application in today's workplace
- Practice mentoring in the development of other people
- Create, maintain & transition a mentoring relationship
- Master specific behaviors to maximize the impact of a mentoring relationship
- Determine which behaviors to stay away from in a mentoring relationship
- Apply mentoring to improve the workplace

# Modules

### Lesson 1: What is Mentoring & Why it Matters

- What Mentors do
- The enabling Mentor
- Mentoring today
- What does mentoring look like?
- The power of relationships in our lives
- Mentors care beyond the work
- A mentor goes above and beyond
- Part summary

### Lesson 2: Creating a Mentoring Relationship

- Stages of development
- Where to begin
- The Mentoring Match
- Determining Mentee expectations
- Developing a partnership
- Guiding principles
- Creating a Mentor/Mentee Agreement
- Two-Way Mentoring / Reverse Mentoring
- Part summary

### Lesson 3: Maintaining a Mentoring Relationship

- Adopting a change attitude
- Managing change
- Coping mechanisms
- Mirroring
- Validation
- It's rarely black or white
- Progressive adaptation
- Part summary

### Lesson 4: Navigating the Mentoring Relationship

- Effective mentoring tools
- Shifting context
- Active listening
- Naming feelings
- Listening for motivation
- Constructive confrontation
- Information that has positive impact
- Giving permission
- Being genuinely curious
- Part summary

### Lesson 5: Fine Tuning & Transitioning the Mentoring Relationship

- Fine Tuning and transitioning
- Potential pitfall one: giving criticism
- Potential pitfall two: giving advice
- Potential Pitfall three: trying to rescue
- Transitioning the relationship
- Part summary

### Lesson 6: Conclusion

- Course review
- Planning engagement with the mentees
- Post course assessment if required

Talk to our expert team

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