# Developing Mentoring Skills
*Duration: 1 day*

## Course Overview

Welcome to the "Developing Mentoring Skills" training program! This enriching one-day workshop is designed to equip participants with the knowledge and techniques to become effective mentors and empower others in their personal and professional development. Mentoring is a powerful relationship that facilitates learning, growth, and support, benefiting both the mentor and mentee.

In this training, you will learn the essential principles of mentoring, effective communication strategies, and techniques to provide constructive feedback. By the end of this program, you will have the confidence and capability to foster a positive mentoring relationship, guide mentees' growth, and contribute to their success.

Whether you are a seasoned mentor seeking to enhance your mentoring abilities or new to mentoring, this program will empower you to become an influential and impactful mentor, supporting others on their journey of growth and achievement.

Join us for an interactive and transformative learning experience that will elevate your mentoring skills and help you make a lasting impact on the lives and careers of others.

## Who should attend?

This program is suitable for professionals from all industries and roles who want to develop their mentoring skills. Whether you are a team leader, manager, senior executive, or individual contributor, this training will benefit you if you aim to become an effective mentor and support the growth and development of others.

## Context

In this course, you will learn the essential principles of mentoring, effective communication strategies, and techniques to provide constructive feedback.

## How certification is earned

Upon successful completion of this course, you will be awarded a certificate of attendance from Expleo Academy.

## Prerequisites & pre-reading guidelines

There are no specific prerequisites for this course.

## Related courses

Attendees may also be subsequently interested in
- The Internal Consultant – Skills Development

## Course Objectives

On completion of this training, attendees will be able to:

- Understand the Role and Importance of Mentoring:
    - Define the role of a mentor and the significance of mentoring in personal and professional development.
    - Recognise the benefits of mentoring for both mentors and mentees.

- Develop Effective Communication and Listening Skills:
    - Utilise active listening techniques to understand mentees' needs and aspirations.
    - Apply effective communication strategies to build a strong mentoring relationship.

- Establish Clear Mentoring Objectives:
    - Set clear mentoring objectives and expectations for both mentors and mentees.
    - Create a supportive and conducive environment for mentoring discussions.

- Provide Constructive Feedback and Guidance:
    - Offer constructive feedback to mentees in a supportive and encouraging manner.
    - Guide mentees in setting goals and creating actionable plans for growth.

- Navigate Challenging Mentoring Situations:
    - Recognise and address challenges that may arise in the mentoring relationship.
    - Apply strategies for handling difficult conversations and resolving conflicts.

- Evaluate Mentoring Effectiveness and Continuous Improvement:
    - Assess the impact of mentoring on mentees' development and achievements.
    - Implement strategies for ongoing development as a mentor.

# Course Outline

### Introduction to Developing Mentoring Skills

- Understanding the role of a mentor and the importance of mentoring
- Recognising the benefits of mentoring for both mentors and mentees

### Developing Effective Communication and Listening Skills

- Utilising active listening techniques to understand mentees' needs and aspirations
- Applying effective communication strategies to build a strong mentoring relationship

### Establishing Clear Mentoring Objectives

- Setting clear mentoring objectives and expectations for both mentors and mentees
- Creating a supportive and conducive environment for mentoring discussions

### Providing Constructive Feedback and Guidance

- Offering constructive feedback to mentees in a supportive and encouraging manner
- Guiding mentees in setting goals and creating actionable plans for growth

### Navigating Challenging Mentoring Situations

- Recognising and addressing challenges that may arise in the mentoring relationship
- Applying strategies for handling difficult conversations and resolving conflicts

### Evaluating Mentoring Effectiveness and Continuous Improvement

- Assessing the impact of mentoring on mentees' development and achievements
- Implementing strategies for ongoing development as a mentor

### Training Methodology

This training program adopts an interactive and experiential approach. Participants will engage in role-plays, group discussions, real-life scenarios, and practical exercises to apply mentoring concepts in diverse situations.

Facilitators with expertise in mentoring and interpersonal skills will provide personalised feedback and guidance to enhance participants' abilities. The training will foster a supportive and collaborative learning environment, enabling participants to practice and develop their mentoring skills effectively.

## Contact

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