

Leadership & Management Development



2.6 Developing Mentoring Skills

The programmes within this Personal Development pillar are not “off-the-shelf” courses. They are designed as a menu of development options that can be combined, adapted and shaped to reflect what is really happening for individuals and teams within your organisation. What begins as a request for confidence, resilience or mindset support often reveals something deeper – identity, self-belief, emotional commitment or the ability to navigate change.

These outlines are therefore best read as catalysts for discussion – prompts to help you reflect on how people see themselves, how they show up at work and what inner shifts are required to unlock stronger performance and fulfilment. In practice, the most effective solutions often draw on complementary elements from across our other pillars – Communication, Management and Leadership, Business Development and Senior-Level Leadership and Talent Development. Every intervention we deliver is built in partnership with you, around your culture, your people and the outcomes you need to achieve.

Course Overview

Mentoring is a valuable way to support growth, develop capability and build confidence in the workplace. This one-day programme equips participants with practical techniques to build strong mentoring relationships and guide others toward meaningful professional and personal development.

Participants will learn how to structure mentoring conversations, apply active listening and offer guidance that encourages commitment and accountability. They will leave with increased confidence and capability to provide mentoring support that makes a positive difference.

Who Should Attend

This programme is ideal for professionals who:

- Mentor colleagues or junior team members
- Support learning and development across teams
- Are preparing to take on mentoring responsibilities
- Want to develop stronger interpersonal and support skills

Applicable across all functions and experience levels.

Context

Mentoring builds confidence, supports career development and creates a sense of belonging within the workplace. However, mentoring relationships can lose impact when purpose or boundaries are unclear. Effective mentors offer challenge and support that helps others progress with direction and confidence.

At Expleo we help mentors build strong, purposeful relationships that make a real difference. This programme provides tools to share experience wisely, offer constructive guidance and help colleagues grow into their future roles.

How Certification is Earned

Upon successful completion, participants will receive a certificate of attendance from Expleo Academy.

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Course Objectives

By the end of this programme participants will be able to:

- Explain the role and purpose of mentoring
- Build trust and rapport with mentees
- Use active listening and questioning to explore development goals
- Set clear expectations and structure mentoring engagements
- Provide helpful guidance and constructive feedback
- Respond effectively when challenges arise in the relationship
- Reflect on mentoring impact and support continuous improvement

Course Outline

1. Introduction to Mentoring

- Role and responsibilities of a mentor
- Benefits for mentors, mentees and the organisation

2. Core Communication Skills

- Listening to understand needs and aspirations
- Conversational approaches that promote reflection

3. Structuring the Mentoring Relationship

- Clarifying goals and expectations
- Planning supportive and open interactions

4. Providing Guidance and Feedback

- Encouraging progress through constructive challenge
- Supporting goal setting and accountability

5. Managing Challenges in Mentoring

- Navigating barriers and difficult conversations
- Maintaining trust and shared purpose

6. Continuous Improvement

- Tracking progress and assessing effectiveness
- Developing confidence as a mentor over time

Training Methodology

A supportive and practical learning environment including:

- Role-plays and real workplace scenarios
- Group discussion and shared insights
- Facilitator and peer feedback to build confidence
- Tools to support mentoring back on the job

Delegates leave with practical techniques to strengthen their mentoring impact in everyday situations.

Contact

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