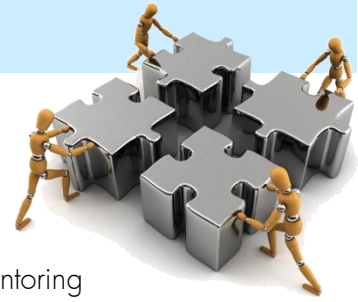


Mentoring



Mentoring others is an essential business process that adds value to organisations, gains commitment, and develops and deploys the talents of others. Effective mentoring is a combination of learned skills and a positive attitude. Mentors need to be able to inspire and empower others to develop goals and achieve their personal and organisational objectives. Mentoring includes motivating team players, transferring knowledge, inspiring co-operation, and shaping behaviour. In this workshop, you will:

- Understand the importance of mentoring
- Identify opportunities for mentoring
- Define the role of a mentor
- Creating a two way mentoring agreement
- Uncover the potential barriers to mentoring and craft solutions to overcome them
- Understand where mentoring stops and other options start

Who will benefit?

Anybody involved or aspiring to become involved in mentoring others

Course Outline

- Mentoring: its definition and implications
- The different mentoring tools
- Roles and responsibilities
- Establishing the relationship
- Building rapport
- Listening skills
- The mentoring life cycle
- Evaluating your personal mentoring style
- Tactics and strategies for motivating others
- Influencing skills that encourage others
- Giving constructive feedback
- Handling difficult situations
- Using questioning techniques to promote independent thinking
- Establishing an acceptance of the mentoring process

Duration

1 Day



Contact Us:

Mill 3 Unit L4F
 Pleasley Vale Business Park
 Pleasley
 Mansfield
 Notts NG19 8RL
 T: 01623 811 935 F: 01623 811 957
www.xceedtraining.co.uk