

Mentor Training

Unleash the Potential of Others

When you agree to mentor another person, you are offering to help someone in his/her development in the organisation. You have no agenda of your own and thus are able to create a safe arena within which to develop a trusting relationship.

In mentoring, the relationship between mentor and mentee is all-important.

- There is a high degree of trust and mutual regard
- The mentor helps another person become what that person aspires to be
- The mentor helps the mentee to realise his or her potential

The one-day workshop explores the core skills and attitudes needed by managers/mentors to help their staff grow and achieve their full potential. It explores the structures needed to build an effective mentoring relationship, as well as the issues that can arise during the process.

The workshop is highly interactive and practices some of the key discussion through role-play, case studies and simulation.

Workshop Objectives

At the end of the workshop, managers/mentors will be able to:

- Identify core skills and attitudes needed by mentors to help mentees grow and achieve their full potential.
- Explore the different approaches for building effective mentoring relationships, maintaining mentor-mentee relationships as well as the issues that can arise during the process.
- Demonstrate techniques of managing bias, influence, authority and personal agenda and trust issues in a mentoring relationship

For Who

- Leaders, Managers, Supervisors, Talent Management Managers, HR Managers

About COE

The Centre for Organisational Effectiveness (COE Pte Ltd) is a business advisory firm that supports organisations in improving their effectiveness by:

- Identifying the Real Needs of their Customers
- Designing and Improving Processes to Deliver what Customers Request
- Developing their Leaders & Unleashing the Talents within their Organisations

COE help clients achieve specific measurable results while ensuring that they “are in the driver’s seat” and acquire, in working with us, skills that strengthen both individuals and the organisation as a whole.

Workshop Outline

My Role as Mentor

- Role of a leader in today’s workplace
- Difference between mentoring, coaching and counselling
- The roles, responsibilities and attributes of a mentor
- Readiness for mentoring

Creating Mentor-able Moments

- Mentor-able Moment
- Building Relationship
- First meeting topics
- Holding the first meeting

Essential Mentoring Skills

- Active Listening
- Appreciative Inquiry
- SBI Feedback
- Dealing with mentoring issues
- Difficult conversation
- Keeping the momentum
- Barriers to successful mentoring