

- What is mentoring?**
- Difference between Coaching and Mentoring as a development tool.
 - Why mentoring is used and when it is used

- Why be a mentor**
- What is in it for you?
 - What are you committing to as a mentor?

Who should mentor?

Role of the mentor and the mentee?

The dimensions of the mentors role

- Mindset required to be a mentor**
- What are the key criteria to be an effective mentor
 - How do you meet these criteria?

- Boundaries of the role of the mentor**
- What is appropriate to deal with in a mentoring relationship
 - What is outside the boundaries of the relationship
 - Other facilities available if the mentee needs personal support that is outside the remit of the mentoring relationship

- The mentoring process**
- Setting up an initial mentoring partnership – the matching process - How exactly this will happen in UL
 - The mentoring contract – what should it involve?
 - Frequency of mentor meetings?
 - Venues for a mentoring engagement

- The first meeting between mentors and mentees**
- Structure for the initial meeting
 - Ideal agenda
 - How long the initial meeting should last

- Following meetings**
- What should the agenda for following meetings

- Using models of reflective space in your mentoring meetings**
- Why use a model to help the effectiveness of mentoring interactions
 - How to use the model

- Understanding learning styles**
- Identify your own learning style
 - How would your learning style influence how you might engage in the mentoring arrangement

- An exploration of the skills required by a mentor**
- Ability to build rapport
 - Being non judgemental
 - Being candid and challenging
 - Communication
 - Listening
 - Feedback
 - Questioning
 - Problem solving
 - Ability to work from other's agendas
 - Give encouragement and support
 - Focus on the consequences of actions

- What can go wrong** What can go wrong in mentoring relationships and how to deal with it if it does happen

- Planning for success** Planning for success in your mentoring partnerships in the future.

