

Outline for the One Day Training for Mentors

What is mentoring?	<ul style="list-style-type: none"> • Difference between Coaching and Mentoring as a development tool. • Why mentoring is used and when it is used
Why be a mentor	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • What are the key criteria to be an effective mentor • How do you meet these criteria?
Boundaries of the role of the mentor	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Structure for the initial meeting • Ideal agenda • How long the initial meeting should last
Following meetings	<ul style="list-style-type: none"> • What should the agenda for following meetings
Using models of reflective space in your mentoring meetings	<ul style="list-style-type: none"> • Why use a model to help the effectiveness of mentoring interactions • How to use the model
Understanding learning styles	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • What can go wrong in mentoring relationships and how to deal with it if it does happen
Planning for success	<ul style="list-style-type: none"> • Planning for success in your mentoring partnerships in the future.