

Outline for the One Day Training for Mentees

There are two parts to the session. The first part of the session is aimed at looking at mentoring generally, and explore the issues necessary to make the relationship work and deliver for the mentee.

The second part of the session (the afternoon) is aimed at addressing individual concerns/questions that participants may have about the mentoring partnerships that they are about to embark on. We will also look at what they individually need to do to make sure that the process is successful for them, in that it addresses the issues that they wanted to have addressed.

Due to the individual nature of the afternoon session we propose that each person will have a 20 to 30 minute session with the facilitator to address any questions the person has, and receive advise on what they can do personally to maximise the opportunity that the mentoring process offers to them. Each person that wishes to avail of this one on one time with the facilitator will be allocated a 30 minute slot in the afternoon.

Morning Session Content:

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
What are the issues that you can use mentoring for	<ul style="list-style-type: none"> • The type of issues that are appropriate to deal with in a mentoring relationship. • What is outside the remit of a mentoring relationship
Role of the mentor and the mentee?	<ul style="list-style-type: none"> • The mentee leading of the mentoring process – how does this happen. • What the responsibilities of the mentor are • What you want from a mentor – the dimensions of the role • What are the responsibilities of you as mentee
The mentoring process	<ul style="list-style-type: none"> • Setting up an initial mentoring partnership – how that is going to happen in UL • The mentoring contract – what should be included? • 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
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 mentee to make process work.	<ul style="list-style-type: none"> • Communication • Listening • Questioning • Feedback – giving and receiving
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.