



Mentoring Skills

Details

Duration: 1 Day

Region & Dates

Dublin: May 6, 2021

Dublin: Oct 1, 2021

Delivery:

Online/Classroom/Blended

Time:

9.30 am– 5.00 pm

Venue:

Ibec
84-86 Lower Baggot Street
Dublin 2

Cost:

Ibec member: €385

Non-member rate: €425

Programme Overview:

The Oxford English Dictionary defines a Mentor as ‘an experienced person who advises you over a period of time’. While Mentors have experience in their own areas of expertise, it is also important that they develop the skills to be an effective Mentor. The purpose, therefore, of this programme is to develop the skills of the Mentors so that they can give this advice in an appropriate and effective manner.

Content includes:

At the end of this programme, participants will:

- Develop the key to skills to mentor colleagues effectively
- Understand the different approaches to mentoring others and know when to use them
- Become familiar with some tools that can be used during the mentoring process and start to develop their own toolkit.
- Know the value of giving effective feedback and when and how to give this feedback
- Gain practical experience of mentoring others by participating in role plays
- Develop their own personal action plan to support their ongoing development

Who Should Attend?

Participants who would like to develop the key skills to mentor colleagues effectively and understand the different approaches to mentoring others and know when to use them



Programme Schedule:

About Mentoring

- What is Mentoring?
- How Mentoring differs to managing, coaching and training

The Mentoring process

- The Mentoring Relationship
- Setting the scene- the importance of the first meeting
- Agreeing roles and responsibilities

Mentoring Styles

- Exploring different styles of mentoring and when to use them

Mentoring Skills

- Active Listening
- Mentoring question techniques
- Coaching- GROW Model
- Giving Feedback

The Mentor's toolkit

- Competency development wheel
- Action planning
- Mentor's / Mentee's feedback and evaluation checklists
- Learning logs Practice and next steps
- Role plays
- Next steps

Contact: For further information, please contact Raquel de la Pena on (01) 605 1667 or at training@ibec.ie