



# Effective Mentoring Skills



COURSE CODE: ML025

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## Course Description

This important workshop explores the core skills and attitudes needed by managers 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. This workshop is highly interactive and practices some of the key discussions through role play, case studies and simulation. There are also plenty of tips on the techniques of successful mentoring.

Mentoring is a powerful personal development tool to build the potential of employees or colleagues. It is a partnership between two people (mentor and mentee) to support the mentee to find the right direction, take responsibility, develop solutions, and progress in one's careers – rather than leave it to chance. Mentoring is based upon mutual trust and respect.

## Training Methodology

Participants will gain from a combination of instructional methods including lecture by an experienced practitioner and consultant, exercises, negotiation of model cases, and group discussions covering current practices and their relationship to the implementation of concepts and techniques discussed.

## Program Outcome:

Upon completion of this seminar, participants will benefit by learning:

- Explore mentor and mentee roles and the stages of a mentoring relationship
- Understand the need for discretion as a mentor and the Do's and Don'ts
- Identify the need for an agreement prior to beginning the mentor relationship
- Familiarity with the Gibbs model (and other) methods of mentee reflection
- Learn when to challenge and when to instruct to get the best results
- Understand the types of questions you can use to get different effects
- Master a model for implementing different levels of feedback
- Practice putting the learned skills into practice.

## Course Certificate

Upon successful completion of the requirements of the course the candidate will be awarded two certificates. A certificate of achievement awarded and recognized locally provided by Knowledge Middle East Training Center. The following is the summary of the certificates:

## Who should attend?

This course is designed for professionals who are motivated to implement proven solutions that will technically improve their business practices.

- Executive & Managers
- Senior Professional
- Anyone taking up the role of mentor as part of their working role

Schedule: The program will commence at mutually agreed date, time, and place.

## COURSE FEE:

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