

## Train the Trainer: Mentee

**Length:** 1 Day

**Summary:** As skilled and motivated as you are, learning from someone who knows the ins and outs of your organization and your industry can be a powerful business asset. But the responsibility to find that person, build a strong relationship, and put your knowledge to work starts with you. Learn how to create and maintain a mutually rewarding mentor/mentee relationship.

**By the end of this course, Trainers will be able to teach participants:**

- Why a mentoring relationship is beneficial to the mentee, the mentor and the organization
- The responsibilities of mentees in managing their own personal development
- The skills needed for fostering successful mentoring partnerships
- Provide guidance on building and maintaining productive mentoring relationships
- Identify techniques for maximizing results

**Practical Application:** The fundamentals of facilitation are covered in detail and every participant will have the ability to “practice” every concept of *menteeing* that is introduced. This is an interactive course and trainees will have the opportunity to immediately apply what they have learned.

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## COURSE CONTENT

### INTRODUCTION

- Program objectives on Mentees
- The role of a facilitator
- Influence defined & discussed

### FUNDAMENTALS

- Adult learning principles
- Classroom design & set up
- Preparation
- Facilitation processes
- Styles of learning

### THE MENTORING RELATIONSHIP

- The Benefits of Being Mentored
- Mentoring Today
- Mentor-Mentee
- Empathy
- The Essence of Mentoring
- Realizing Potential

### THE PROACTIVE MENTEE

- The Proactive Mentee
- Inviting a Mentor to Collaborate
- Managing Your Own Development
- Our Own Motivation & Sense of Self-Determination
- The Value of Being an Active Learner
- Making a Habit of Lifelong Learning
- Staying Flexible

### BUILDING A PRODUCTIVE RELATIONSHIP

- Build a Productive Relationship
- Form the Mentoring Relationship
- Align Expectations
- Giving Back: Balancing the Relationship

### **ADVANCED FACILITATION**

- Understanding your participants world
- Make the connection, gain the respect
- Essential building blocks
- Body movement and language
- Gestures- The good and bad
- Training “Strategy” vs. “Tactical” Training
- Your voice - How to use it
- Elicitation not just presentation
- Humor- when and how
- PowerPoint – use it, don’t abuse it

### **PRACTICAL APPLICATION**

- Demonstration of competence
- Stage presence demonstrated
- Articulation, volume and more

### **PUTTING IT ALL TOGETHER**