

## Train the Trainer: Mentor

**Length:** 1 Day

**Summary:** Mentoring is the process of helping individuals develop skills, knowledge, and attitudes in order to set and reach their important career goals. Organizations invest heavily in the training and development of their people, and mentoring is a proven way to promote employee growth and development, accelerate learning, fast-track leadership, improve retention, elevate morale, strengthen recruitment and promote diversity. Mentors need to understand the key components of mentoring, and how to avoid the pitfalls and stumbling blocks that tend to derail mentoring relationships. New and experienced mentors can benefit from enhancing their personal mentoring skills and applying mentoring best practices.

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

- Mentoring
- How to use mentoring in the development of other people
- How to create, maintain & transition a mentoring relationship
- Which behaviors to stay away from in a mentoring relationship
- Use mentoring to improve the workplace

**Practical Application:** The fundamentals of facilitation are covered in detail and every participant will have the ability to “practice” every concept of *mentoring* 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 Mentors
- The role of facilitator
- Influence defined & discussed

### FUNDAMENTALS

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

### WHAT IS MENTORING & WHY IT MATTERS

- What Mentors do
- The enabling Mentor
- Mentoring today
- What does mentoring look like?
- The power of relationships in our lives Mentors care beyond the work
- A mentor goes above and beyond

### CREATING A MENTORING RELATIONSHIP

- Where to begin
- Determining Mentee expectations
- Developing a partnership
- Guiding principles
- Creating a Mentor/Mentee Agreement

## **NAVIGATING THE MENTORING RELATIONSHIP**

- Effective mentoring tools
- Shifting context
- Active listening
- Listening for motivation
- Constructive confrontation
- Information that has positive impact

## **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**