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Implementing a Successful Mentoring Program



Implementing a successful Mentoring Program Training Course Outline

This Course is the ideal preparation for an HR/Training/OD Team planning to implement a Mentoring Program within their organisation.

Outcomes

By the end of this course participants will be able to:

- Discuss developments in mentoring, the roles of Mentors and Mentees and the benefits of mentoring
- Understand how mentoring works and the potential pitfalls.
- Understand mentoring in the workplace, and describe the role of the facilitator(s) implementing the program.
- Design a formal Mentoring program.

Introduction:

Mentoring is like constructing footbridges, the mentor is the engineer and constructing different bridges as people and conditions change. This course will help you understand how to identify what's needed and to successfully design, implement and adjust a mentoring program.

This course is based on the work of Kathy Lacy, in her book "Making Mentoring Happen: A simple and effective guide to implementing a successful mentoring program".

Course Length:

1-day

Certificates:

Certificates of Completion are issued to each participant

(this course has a post-course assessment available for validation of learning)

Implementing a Successful Mentoring Program Course - Part 1

Developments in Mentoring

- Formal Mentoring Programs
- Organisational Needs
- Employee Needs
- Some Useful Definitions
- Professional Supporters
- Role of the Mentor
- Role of the Mentee
- Benefits of Mentoring Programs

Implementing a Successful Mentoring Program Course - Part 2

How Mentoring Works

- Types of Mentoring
- Mentoring Functions
- Program Characteristics
- A Formal Mentoring Program in Nutshell
- Potential Pitfalls

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Implementing a Successful Mentoring Program
Course - Part 3

Mentoring in the workplace

- Perceptions of Learners
- Developing Strong Mentor Relationships
- Role of the Facilitator in the Relationship
- Factors that Influence the Decline of the Relationship
- Behaviours that Help the Relationship to Mature

Implementing a Successful Mentoring Program
Course - Part 4

Mentoring in the workplace

- Perceptions of Learners
- Developing Strong Mentor Relationships
- Role of the Facilitator in the Relationship
- Factors that Influence the Decline of the Relationship
- Behaviours that Help the Relationship to Mature

Implementing a Successful Mentoring Program
Course - Part 5

Workplace Activities

- Orientation
- Mid-Cycle
- Relationship Closure





Implementing a Successful Mentoring Program
Course - Part 6

Additional Program Material

- Checklists
- Sample Documents
- Proformas
- Other Tools

Making the most of being Mentored Training is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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