



## Career Mentoring: Core Level Programme

This course is for those leaders who want to develop a broad base of the skills, knowledge and understanding needed to effectively undertake a career mentor role.

It is specifically for leaders at any stage of their development to help them create or develop a mentoring strategy that works for their circumstances.

We explore key principles of mentoring, relevant analysis tools, your own skills including emotional intelligence, understanding communication skills, choosing your feedback channels and developing systems to action plan, review your progress and minimise risk.

### **1-day face to face course including planning resources**

This day contains 4 learning outcomes which will support you to:

- Be able to understand and develop key mentoring skills
- Be able to develop personal and professional skills needed to create effective mentoring conversations
- Be able to understand the components of a successful mentoring programme
- Be able to evaluate the impact of feedback and interactions on you and your mentee

The course includes a mixture of trainer led resources, discussions, self-assessment and break-out sessions to bring the theory to life for you.

Once you have completed the course, you will be able to:

- Understand the role of a mentor – assessing your current strengths and development
- Appreciate mentoring standards – awareness of ethics and applying best practice guidelines
- Apply appropriate communication skills – using techniques to use effectively enhance your impact
- Understand emotional intelligence – gain self awareness and understand values and bias
- Develop your feedback skills – making the right decisions over which feedback channels to use
- Evaluate the mentoring methods – understand quality of your own actions to support mentees
- Anticipate risks - putting protocols in place to mitigate and raise awareness to protect all
- Develop your mentoring programme – by understanding key principles of a successful programme
- Identify reflective practice tools - appreciate the critical networks and value of this for mentoring
- Plan future development activities- to continually improve your mentoring, knowledge and skills
- Action plan – demonstrating learning to the workplace

### **Optional post course accreditation and development programme**

Support and guidance one to one session

Assessment and review of the delegates portfolio including mentoring interventions, professional development and evidence of transferable skills in action

Certification and 12 month study membership of the Institute of Enterprise and Entrepreneurs

