Mentoring Programmes

Programme

Mentoring is a special skill that requires the mentor to use many techniques to support their mentee and ensure it stands out from coaching and managing performance. Mentoring focuses on the future, and broader skills such as personal or career development. Mentoring encompasses four key areas; improving performance, career development, counselling and sharing knowledge. The programme will encompass the skills needed to mentor including: managing the relationship, encouraging, nuturing, teaching, offering mutual respect and responding to the learner's needs.

Mentor programmes can be implemented in many different formats. For early careers employees such as graduates and apprentices, different diversities in the organisation and to extend and consolidate learning from development programmes whilst supporting talent pools.

The Programme

For a mentoring programme to truly work it needs structure. It is critical that mentors and mentees receive awareness training to ensure that mentors do not overstep boundaries and that mentees understand how to get the most from their mentors.

For the mentor:
- Understanding the role and process skills of a mentor
- Contracting, boundaries and confidentiality
- Structuring a session
- Evaluating success

For the mentee:
- What is mentoring and what isn't
- The process
- How to get the most from your mentor
- Preparing for sessions
- What if it's not working?

Process

- Application process
- Matching process
- Informal contracts
- Guidance notes
- Preparation
- Documenting
- Evaluation documents

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