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## Mentoring Others (1-day)

On this one-day workshop you will learn the latest essential skills and techniques required to work as an inspirational mentor.

Effective Mentoring is a one-day course that is practical and skills-based using real situations and focusing on personal feedback and action planning. Learning methods include discussion, role-play theory, practical tips and hints and action planning.

The aim is to build your knowledge and skills of this highly rewarding activity to develop a range of mentoring styles to support the mentee to the benefit of individual and organisation. The course includes ideas on the mentoring 'contract', protecting mentoring time and managing expectations in a busy workplace as well as evaluating the effect of mentoring activity.

### What will I learn?

#### By the end of this course you will be able to:

- State the difference between coaching, counseling and mentoring
- List the attributes of an effective mentoring scheme including the mentee's role
- Understand the role of the mentor as a developer of others.
- Describe the skills of an effective mentor and how to avoid typical pitfalls
- Make use of the latest mentoring models and styles to structure and make your meetings more effective.
- Inspire your mentee by agreeing motivational outcomes.
- Learn how to assess your effectiveness as a mentor.

### What will it cover?

#### Working as a Mentor

- The benefits and pleasures of being a mentor
- Attributes of an effective mentoring programme
- Key Skills of mentoring and avoiding the pitfalls
- What is the role of the mentor and mentee?
- Differences from coaching and counselling

#### The Mentoring Meeting

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- How to structure your meetings
- The importance of 'contracting', protecting mentoring time
- Adopting a style that meets your mentees need
- Conflicts and challenges in meetings
- Practice role play and feedback

#### **Developing Your Mentoring Ability**

- How to track success and build networks
- What to do if things go wrong
- Encouraging and working with two way feedback

#### **Developing a Mentoring Culture and Building an Action Plan**

- Key stakeholders and effective inputs (beyond mentors and mentees)
- Gaining buy in and support at all levels
- Prepare a personal action plan

#### **What others have said about these courses:**

*"I always thought that I knew the difference between mentoring and coaching, but I was wrong. This course has made me a better mentor and my team will also greatly benefit from the tools and techniques that I have learnt from this course".*

- Joe Bogdan, ICI

**To find out more about this course or to enquire about prices, training dates and locations, please contact us on **0871 237 6767** or email us at [info@arivu.co.uk](mailto:info@arivu.co.uk)**

[www.arivu.co.uk](http://www.arivu.co.uk)

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