

Solutions for the Workplace, LLC
A Woman Owned Small Business Enterprise (WOSB)

404 Greenwood Street, Suite 2 • Evanston, IL 60201



MENTORING SKILLS WORKSHOP

Length: 1 Day

Summary: In this workshop you will learn about mentoring and what it takes to be a mentor. By the end of this workshop you should have a much clearer idea of mentoring and more specifically, you will be able to:

- Describe what mentoring means to you
- Describe a model of mentoring
- Outline the benefits of mentoring
- Describe the roles and responsibilities of mentors and mentees
- Outline the critical skills required by mentors
- Describe potential phases in the mentoring relationship

Course Content

INTRODUCTION

- Ground Rules
- Course Objectives

SO, WHAT IS MENTORING?

- Mentoring Model
- Mentor's role and responsibilities

WHY IS MENTORING IMPORTANT?

- The Facts and Figures

ROLES AND RESPONSIBILITIES

- Mentee's role and responsibilities
- Skills of Effective Mentors

CRITICAL SKILLS FOR MENTORS

- Building rapport
- Listening
- Questionings
- Question Types
- Providing Advice and Problem Solving
- Problem Solving Approach
- Solution Focused Approach
- Phases in the Relationship

MANAGING THE MENTORING RELATIONSHIP

- Mentoring meeting
- Goal setting
- A mentoring plan
- Mentee Meeting Preparation Format
- Growing Talent as if your Business depended on it