

Soft-Train



*At Soft-Train
Technology Works*

Mentoring (3 Days) ST00007

COURSE GOAL: To give the students an introduction and a better understanding of being a Mentor.

PREREQUISITES: None.

LEARNING OBJECTIVES:

Upon completion of this course, the student will be able to:

- Understand the Foundational mentoring techniques
- Apply a Mentoring Culture
- Plan and Implement Mentoring
- Understand the importance of Mentoring in the workplace.

KEY TOPICS:

I. Taking Stock: Mentoring Foundation

- A. What is Mentoring Anyway?
- B. Does Mentoring Add Value to the Organization?
- C. Who Should be a Mentor
- D. How Do We Start?

II. Mentoring: Embedded in the Culture

- A. The Importance of Embedding Mentoring in the Culture
- B. An Ideal Scenario
- C. Phases of a Mentoring Relationship
- D. Embedding Mentoring : Reflection on Practice

III. Connecting Culture and Mentoring

- A. Grounding the Work
- B. Identifying Culture Anchors
- C. Deciding to Move Forward
- D. Where Do You Want To Be?: Aligning Organizational and Mentoring Goals

IV. Planning Implementation

- A. Readiness, Opportunity and Support
- B. People and the Plan
- C. The Process of Elimination
- D. Planning Implementation: Reflection on Practice

V. Moving Forward: Mentoring At Work

- A.** The Hallmarks of Mentoring
- B.** Moving Mentoring Forward
- C.** Mentoring Infrastructure Components
- D.** Infrastructure: Reflection on Practice

VI. Alignment

- A.** Concepts and Challenges
- B.** Characteristics of Alignment
- C.** People: Powering Mentoring
- D.** Process Components of Alignment

VII. Accountability

- A.** The Concept of Accountability
- B.** Setting Goals
- C.** Clarifying Exceptions
- D.** Defining Roles and Responsibilities
- E.** Monitoring Progress and Measuring Results
- F.** Gathering Feedback
- G.** Formulating Action Goals

VIII. Communication

- A.** Challenges of Communication
- B.** Communication Criteria
- C.** Benefits of Communication
- D.** Components of Communication

IX. Value and Visibility

- A.** Identifying the Value
- B.** Showing Support Through Visibility
- C.** Practices that Stimulate Value and Visibility

- D.** Creating Demand in a Mentoring Culture
- E.** Impact and Indications of Demand
- F.** What Factors Prevent Demand from Flourishing?
- G.** How do Mentoring Hallmarks Contribute to Demand?

X. Multiple Mentoring Opportunities

- A.** Planning the Opportunity
- B.** Types of Mentoring Relationships
- C.** From Opportunity to Planning
- D.** Developing a Big Picture Perspective
- E.** Key Factors at Work
- F.** Evaluating Your Key Factors
- G.** Anatomy of a Training Experience
- H.** Strategies for Success

XI. Safety Nets

- A.** Relying on the Net
- B.** Proactive Approaches to Obstacles
- C.** Reactive Approaches to Obstacles
- D.** Gaps in the Net