

Soft-Train



*At Soft-Train
Technology Works*

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.

Mentoring (3 Days)

KEY TOPICS:

I. Taking Stock: Mentoring Foundation

- A. What is Mentoring Anyway?
- B. Does Mentoring Add Value to the Organization?
- C. 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

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

V. Moving Forward: Mentoring At Work

- A. The Hallmarks of Mentoring
- B. Moving Mentoring Forward

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

X. Demand

- A. Creating Demand in a Mentoring Culture
- B. Impact and Indications of Demand

C. What Factors Prevent Demand from Flourishing?

D. How to Mentoring Hallmarks Contribute to Demand?

XI. Multiple Mentoring Opportunities

- A. Planning the Opportunity
- B. Types of Mentoring Relationships
- C. From Opportunity to Planning

XII. Education and Training

- A. Developing a Big Picture Perspective
- B. Key Factors at Work
- C. Evaluating Your Key Factors
- D. Anatomy of a Training Experience
- E. Strategies for Success

XIII. Safety Nets

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