

# Mentoring skills

1 Day

A mentor is someone who helps less experienced colleagues succeed at work. It is a relationship which will develop your leadership skills, benefit the business and help your mentee achieve career success. Discuss what mentoring is and the roles of mentor and mentee. Learn to get the most from your mentoring relationship. Identify how to work with your mentee. Help your mentee set goals, solve problems and learn from their experiences. Hear how to give career focussed feedback. See how to avoid common problems that emerge in mentoring relationships. Use a range of practical templates to make mentoring simple and effective.

## What you'll learn to do:

- Define mentoring and its benefits
- Understand your role as a mentor
- Set boundaries for the mentoring relationship
- Take a solution focussed approach to mentoring conversations
- Discuss your mentee's goals for the program
- Give developmental feedback to your mentee
- Use a range of mentoring tools
- Avoid common mentoring pitfalls

## Topics you'll cover:

- What is mentoring?
- What mentors do
- How to work with your mentee
- Establishing the relationship
- Solution focussed coaching
- Setting goals and action plans
- Giving feedback effectively
- Dealing with difficult situations

**Book your training NOW**

Call Eleanor Shakiba on 0433 126 841  
Download course information at  
[www.thinklearnsucceed.com.au](http://www.thinklearnsucceed.com.au)

“think  
learn?  
succeed”

“Smart training for clever people”

## What others have said about the course...

“Very experienced presenter. Helped me put things in perspective so I am looking forward to being a mentor.”

“Fantastic! Thank you for a really interesting day.”

“A good indication for me that the day was worthwhile was that the time went so quickly.”

