

How to be a successful 'mentee'

'One of the most common reasons for mentoring programmes failing is that they forget to train mentees sufficiently.'

'Programmes that train only mentors deliver less than half the benefits, on average, than those that train both participants.'

Professor David Clutterbuck

Overview

This workshop gives 'mentees' the key knowledge and skills they need in order to get the most from a mentoring initiative. It explains their responsibilities in the mentoring relationship, and what they can expect from their mentor in return. The session structure is flexible depending on your programme's goals, the size and type of programme, and the age of the mentees.

This is a highly interactive, experiential and practical session. It will enable participants to hold effective learning and development conversations with their mentors. It also gives a model for managing the overall process and aligning mentoring plans to business goals.

A very practical workshop, it uses a proven blend of activities, discussion, case studies, theory, practical tips and hints and action planning.

Learning objectives

This workshop focuses on:

- The concept of mentoring
- Strategies to develop a good mentoring and coaching relationships
- Understanding how great mentoring relationships work
- The mentoring lifecycle and how to get the best from it
- Getting off to a great start
- The ability to handle one-to-one discussions more effectively with your mentor
- How to get the most from your mentoring sessions
- Having the confidence to provide effective feedback to your mentor
- Ideas and suggestions for maintaining your momentum in the relationship
- When and how to close down the mentoring relationship
- The available support (and challenges) for a 'mentee' in your organisation
- Tools and techniques to measure your progress
- Clear and measurable action plans

Audience

This event is designed specifically for individuals entering a mentoring relationship for the first time. It will particularly benefit those people who would like support in terms of tackling challenges, building skills and supporting their longer term career aspirations.

Those setting up or developing an existing mentoring scheme should also attend. The content can be tailored to include and reflect your organisation's particular mentoring initiatives and business goals.

Format

An interactive and highly practical one-day session, with lots of opportunities to get involved with experiential activities that bring models and theory to life and accelerate the development of 'mentee' skills.

The expert trainer



David Durkin is a consultant with over twenty years of global experience of developing individuals and groups through workshops, skills training and 1:1 mentoring and coaching sessions. He has valuable experience as a senior leader of large teams. Industries with which David has worked include retail, automotive, manufacturing, banking, pharmaceuticals, property, utilities, transport, engineering, recruitment, oil and gas and construction as well as support functions such as HR, Talent Management and Finance.

David has a facilitative and supportive style and enjoys challenging his clients to maximise performance through the development of key mentoring and coaching skills. A pragmatic and logical approach helps individuals to identify their own priorities and actions to optimise their development. An expert in learning, David has a wealth of knowledge of different learning methodologies to improve performance, and has successfully implemented and managed mentoring programmes to support talent development. This mix of strategic knowledge and practical experience of leading major learning and development projects enable him to help others through similar challenges.

He very much values honesty, endeavour and integrity. He has a strong belief that everyone has the potential to achieve more and be the best that they can be.

Sample comments from participants in David's events:

- 'A really inspiring event – a lot more looking at myself and the impact that I have in a change area.'
- 'The common element was the practical application and examples that were used to demonstrate the theory. All sessions were particularly participative.'
- 'A fantastic learning opportunity and time to reflect on how the learning will impact your role and others.'
- 'A mind-stretching week. Incredible to get the different perspectives from everyone there and has made me think about what does matter and what is important.'
- 'Challenging in different ways and provoked a lot of thought during each session. I was completely captivated.'
- 'Very inspiring and well led event. Great to see such incredible talent within the group brought out by the facilitator.'
- 'There is great enthusiasm across the group. An inspiration for the future and it's in our hands. Demonstrates what's impossible is achievable.'
- 'Excellent. A really valuable experience – this will change me!'
- 'Very different learning to anything I have been exposed to before. Does what it says on the tin.'

Workshop outline

1 Being a great 'mentee'

- The 'What', 'Why' and 'How' of mentoring
- What is a mentor, what is a 'mentee'?
- The pleasures and benefits of having a mentor
- What makes an effective mentoring relationship?
- Differentiating between, Mentoring, Coaching and Teaching/Training

2 The mentoring process

- Attributes of an effective mentoring programme
- Aligning mentoring plans to business goals
- The key phases in building an effective mentoring relationship
- Starting the mentor relationship
- Effective contracting between mentor and 'mentee' to get off to a great start
- Roles and responsibilities

3 Mentoring meetings

- How to structure your meetings
- The importance of 'contracting', protecting your mentoring time
- Conflicts and challenges in meetings
- How to deal with the things that might go wrong

4 Developing your abilities as a 'mentee'

- The skills attributes and attitude required to be an effective 'mentee'
- Conversational styles
- Freedoms and responsibilities
- Principles of different learning styles

5 Building your action plan

- What do I want to achieve?
- How can my mentor help?
- Discuss the available support (and challenges) for a 'mentee' in your organisation
- Measure the success of the mentoring relationship
- Action planning

For a no-obligation discussion about running this programme for your organisation on an in-house basis, just give us a call on [01582 463461](tel:01582463461).