



ART OF MENTORING WORKSHOPS

Training for Mentors and Mentees

1. Training Workshop for Mentors
2. Training Workshop for Mentees
3. Half-Day Mentoring Masterclass
4. 2-Day Mentoring Immersion for Experienced Mentors
5. Goal-Setting Workshop for Mentees
6. Help Your Mentee Set Goals Workshop - for Mentors

Training for Mentoring Program Managers

1. Online 6-month Mentoring and Coaching Program Manager Bespoke Practitioner Course

Mentoring Program Events

1. Mentoring Program Information
2. Mentoring Program Launch Workshop
3. Mentoring Program Progress Review for Mentees
4. Mentoring Program Progress Review for Mentors
5. Mentoring Program Close Workshop
6. Reflective Practice Workshop for Mentors



Training for Mentors and Mentees

1. Training Workshop for Mentors

About the Workshop

This is a short mentoring fundamentals training workshop, suitable for inexperienced mentors, or those people who have mentored before, but have never had formal training for the role.

The goal of the workshop, in combination with the prerequisite online training, is to equip mentors with the basic knowledge, skills and tools they need to achieve a productive learning alliance with a mentee, and to avoid the common pitfalls and obstacles that untrained mentors face.

Mentors are asked to complete an online training prior, to allow time for discussion of the content and principles in the workshop. The online course structure combines engaging instruction, mentoring demonstrations, interviews with experienced mentors and mentees, reading materials, tools and downloadable resources. The workshop is highly interactive, with breakout room discussion and exercises.

Topics

- Mentor skills self-assessment
- The role of mentor
- Key styles, skills and approach of successful mentors
- Asking powerful questions (exercise) and guiding the conversation (exercise)
- How to work with a mentee on goals
- What makes a productive mentoring relationship
- What can go wrong in mentoring and how to avoid it

Prerequisite	Completion of Art of Mentoring Online Training for Mentors (90 minutes) and completion of a mentor skills self-assessment (5 minutes) to discuss at the workshop
Workshop Duration	75 – 90 minutes
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Content and length can be customised. Customisation is charged at \$250 per hour of work by the facilitator



2. Training Workshop for Mentees

About the Workshop

This is a short mentoring fundamentals training workshop, suitable for inexperienced mentees, or those people who have been mentored before, but have not had formal training for the role.

The goal of the workshop, in combination with the prerequisite online training, is to equip mentees with the basic knowledge, skills and tools they need to achieve a productive learning alliance with a mentor, and to avoid the common pitfalls and obstacles that untrained mentees face.

Mentees are asked to complete an online training prior, to allow time for discussion of the content and principles in the workshop. The online course structure combines engaging instruction, mentoring demonstrations, interviews with experienced mentors and mentees, reading materials, tools and downloadable resources. The workshop is highly interactive, with breakout room discussion and exercises.

Topics

- Mentee skills self-assessment
- The role of mentee
- Key styles, skills and approach of successful mentees
- How to establish purpose and goals for mentoring (exercise)
- What makes a productive mentoring relationship
- What can go wrong in mentoring and how to avoid it

Prerequisite	Completion of Art of Mentoring Online Training for Mentors (90 minutes) and completion of a mentor skills self-assessment (5 minutes) to discuss at the workshop.
Workshop Duration	75 - 90 minutes
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Content and length can be customised. Customisation is charged at \$250 per hour of work.



3. Half-Day Mentoring Masterclass

About the Workshop

It's easy to be a 'just good enough' mentor, but hard to be a truly great mentor. This interactive mentor training masterclass is for mentors who are ready to go beyond the basic skills of developmental mentoring.

The four-hour intensive event covers the latest mentoring theories and provides an opportunity to try out new tools and techniques. The workshop is highly interactive, with breakout room discussion and exercises.

It has three main elements:

- Introduction and exploration of latest theories and practice in managing the learning conversation, setting and pursuing goals, listening, mindfulness, and crafting powerful questions;
- Sharing of tools and techniques based around issues participants have encountered in their own practice – and opportunities to try these out;
- Creation of a personal development plan as a mentor

Topics

- Overview of mentoring as a learning conversation
- Mentoring basics review
- Mentoring mastery
 - Mentoring maturity model
 - The mindset of the masterful mentor
 - Being present
 - Mindfulness
 - The science of empathy, emotional resonance
 - How to manage your own inner state
- Techniques and tools
 - Sharing techniques already being used
 - 4-7 new tools/ techniques and practice
- Create a Personal Development Plan

Prerequisite	Completion of Art of Mentoring Online Training for Mentors (90 minutes), the Art of Mentoring Training Workshop for Mentors, or equivalent. At least 3 months of mentoring experience.
Workshop Duration	4 hours
Workshop Cost	\$3,000 online workshop. \$4,000 face-to-face (does not include travel).
Customisation	Content can be customised and length can be increased up to one day. Customisation is charged at \$250 per hour of work by the facilitator



4. 2-Day Mentoring Immersion for Experienced Mentors

About the Workshop

There is always more to learn about mentoring. The best way to learn is by experience.

The two-day immersion event covers the latest mentoring theories and provides an opportunity to try out new tools and techniques. The workshop is highly interactive, with breakout room discussion and exercises.

It has three main elements:

- Exploration of latest theories and practice in managing the learning conversation, setting and pursuing goals, listening, mindfulness, and crafting powerful questions;
- Reflective practice;
- Sharing of tools and techniques based around issues participants have encountered in their own practice – and opportunities to try these out;
- Mentoring across difference
- Creation of a personal development plan as a mentor

Topics

- Mentoring mastery
 - Mentoring maturity model
 - The mindset of the masterful mentor
 - Being present
 - Mindfulness
 - The science of empathy, emotional resonance
 - How to manage your own inner state
- Reflective practice – understanding one's own skills and limits as a mentor and trouble-shooting issues
- Techniques and tools
 - Sharing techniques already being used
 - 4-7 new tools/ techniques and practice
- Mentoring and Diversity – what to watch for
- Putting it all together in practice sessions
- Create a Personal Development Plan

Prerequisite	At least 3 months of mentoring experience. Completion of a mentoring fundamentals training course plus at least 6 months of mentoring experience.
Workshop Duration	12 hours over 2 days or broken into four x 3-hour 'chunks'
Workshop Cost	\$9,000 online or \$10,000 face-to-face over 2 days (excludes travel). \$2,500 per online chunk if broken over several days.
Customisation	Customisation is charged at \$250 per hour of work by the facilitator



5. Goal-Setting Workshop for Mentees

About the Workshop

A mentee's key focus is to work on their own growth and development. A sure-fire way to achieve meaningful change is to be motivated by well-thought out and well-defined goals. New mentees' awareness of their goals can differ widely! They may come into a mentoring program with a set of very clear and well-defined goals, or maybe just a broad purpose for the mentoring program (or perhaps all that they know is that they need assistance).

Whatever the case, in order to build their capability, they need to work with their mentor to define some goals, to reframe existing goals or explore alternatives so that they can focus their conversations and efforts to achieve growth and development during a mentoring engagement.

The Goal-Setting Workshop for Mentees aims to help mentees to apply the information and tools Art of Mentoring provide, to:

- Identify what they'd like to achieve from their mentoring relationship
- Translate that overall purpose into one or more goals
- Work with their mentor to measure and track their progress

Topics

- Why mentees need a mentoring purpose
- Their role and the mentor's role in goal setting
- Common goal areas and example mentee goals, to help trigger ideas
- Tools to record and track mentee goals
- Key tips for goal setting

Prerequisite	Completion of Art of Mentoring Online Training for Mentees (90 minutes; highly recommended). Pre-reading of the Art of Mentoring Goal Tool for Mentees document.
Workshop Duration	75 minutes.
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Content and length can be customised. Customisation is charged at \$250 per hour of work.



6. Goal Setting Workshop for Mentors

About the Workshop

A mentee's key focus is to work on their own growth and development. A sure-fire way to achieve meaningful change is to be motivated by well-thought out and well-defined goals. New mentees' awareness of their goals can differ widely! They may come into a mentoring program with a set of very clear and well-defined goals, or maybe just a broad purpose for the mentoring program (or perhaps all that they know is that they need assistance).

Whatever the case, in order to build their capability, they need to work with their mentor to define some goals, to reframe existing goals or explore alternatives so that they can focus their conversations and efforts to achieve growth and development during a mentoring engagement.

The Goal-Setting Workshop for Mentors aims to equip mentors to apply the information and tools Art of Mentoring provide, to:

- Help their mentee identify what they'd like to achieve from their mentoring relationship
- Translate that overall purpose into one or more goals
- Work with the mentee to measure and track their progress

Topics

- Why mentees need a mentoring purpose
- Their role and the mentee's role in goal setting
- Common goal areas and example mentee goals, to help trigger ideas
- Questions to help a mentee articulate their goals
- Tools mentees can use to record and track their goals
- Key tips for goal setting

Prerequisite	Completion of Art of Mentoring Online Training for Mentors (90 minutes; highly recommended). Pre-reading of the Art of Mentoring Goal Tool for Mentors document.
Workshop Duration	75 minutes.
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Content and length can be customised. Customisation is charged at \$250 per hour of work.



Training for Mentoring Program Managers

1. Online 6-month Mentoring and Coaching Program Manager Bespoke Practitioner Course*

About the Workshop

The program will be accredited by the European Mentoring and Coaching Council; on completion of the course and related requirements, participants will receive EMCC Global Program Manager Quality Award (PMQA) course completion and EMCC Global Individual Program Manager Accreditation (IPMA). The program is for:

- New in position and experienced Mentoring and/or Coaching Program Managers
- Human Resource Management and Development Professionals
- Mentoring, Coaching and/or Learning and Development Consultants
- Mentoring Program Participants who wish to transition into the role of Mentoring Program Managers

The course comprises pre-reading, 6 group webinars, 1-2-1 Supervision and Feedback. There is a course portfolio submission required for assessment.

Topics

- The **concept** of mentoring/coaching, types of programs and application of mentoring/coaching in different contexts.
- The **framework/s** for the design, development and evaluation of mentoring/coaching programs.
- The dimensions of mentoring/coaching programme participant **training**.
- The **challenges** presented and potential solutions in relation to the design, development and evaluation of mentoring/coaching programme/s.
- The **support mechanisms** needed to develop and sustain a successful mentoring/coaching programme.
- Mentoring/coaching programme **accreditation**, process, value and benefits.
- **Role, responsibilities and professional standards** of the Mentoring/Coaching Program Manager.
- **Reflection** in relation to own practice and continuing professional development, including supervision.

Course Faculty	Professor David Clutterbuck, Dr Julie Haddock-Miller
Prerequisite	Pre-reading
Workshop Duration	Over 6 months
Workshop Cost	Currently <ul style="list-style-type: none">• £2,000 (plus VAT where applicable) - Individuals sponsored by For Profit Organisations• £1,500 (plus VAT where applicable) - Individuals sponsored by Not For Profit Organisations or Individuals self-funding
Customisation	Not applicable

*For people who do not require accreditation and/or who want a less time-intensive solution, we offer an online Mentoring Program Manager Training.



Mentoring Program Events

1. Mentoring Program Information Session

About the Workshop

One of the best ways to ensure mentoring program success is to educate potential participants about the program prior to application. Whilst much can be communicated in documents and videos, a highly effective method is to host a short information session at which a program overview is presented and attendees can have their questions answered. This greatly improves the quality of applications and matching outcomes.

The Mentoring Program Information Session aims to equip mentors and mentees with everything they need to:

- Make a decision about whether or not to apply for the program
- Be well prepared to complete a high quality application
- If accepted in to the program, fully understand their roles and responsibilities and what to expect

Topics

- Why this program?
- What is mentoring?
- Benefits of the program
- About this program
- Application criteria
- What's involved?
- Next steps
-

Prerequisite	Access to program documentation, wither befoe or shortly after the workshop.
Workshop Duration	45-60 minutes.
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Price includes customisation to include your program information, Other content customisation is charged at \$250 per hour of work.



2. Mentoring Program Launch Workshop

About the Workshop

Once accepted to a program, participants need to know what will happen from here. Attendance at a launch workshop greatly improves engagement, commitment and likelihood of success, as attendees hear from program sponsors and organisers about the program purpose, logistics and key success factors. Attendees also get to interact with peers, so the mentoring experience becomes an enhanced cohort learning experience.

Topics

- About this program
- Benefits of mentoring
- What mentors do
- Expectations
- Logistics of mentoring
- Managing the relationship
- Getting started
- Taking stock
- Key messages and next steps

Prerequisite	Acceptance to a mentoring program.
Workshop Duration	60 minutes.
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Price includes customisation to include your program information, Other content customisation is charged at \$250 per hour of work.



3. Mentoring Program Progress Review for Mentees

About the Workshop

Conducted around 3 months after a program commences, Mentoring Program Progress Reviews for Mentees are conducted for a few reasons:

- They provide an opportunity for program organisers to hear feedback about the experience of mentees
- Mentees like to share experiences and ideas about how to maximise the mentoring opportunity
- Organisers can provide additional support and guidance to help mentees get the most from the remainder of the program

Topics

- Progress so far
- Things you might do differently
- Managing the rest of the program
- Deepening the relationship
- Being the best mentee you can be
- Next steps

Prerequisite	Continuing participation in a mentoring program.
Workshop Duration	60 - 75 minutes
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Price includes customisation to include your program information, Other content customisation is charged at \$250 per hour of work.



4. Mentoring Program Progress Review for Mentors

About the Workshop

Conducted around 3 months after a program commences, Mentoring Program Progress Reviews for Mentors are conducted for a few reasons:

- They provide an opportunity for program organisers to hear feedback about the experience of mentors
- Mentors like to share experiences and ideas about how to maximise the mentoring opportunity for their mentees
- Organisers can conduct provide additional support and guidance to help mentors improve their mentoring skills and add to their mentoring technique toolkits

Workshops combine a mix of facilitator content delivery and breakout room group discussions.

Topics

- Progress so far
- Things you might do differently
- Managing the rest of the program
- Deepening the relationship
- Being the best mentor you can be
- Avoiding the advice trap
- New techniques
- Next steps

Prerequisite	Continuing participation in a mentoring program.
Workshop Duration	60 - 75minutes
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Price includes customisation to include your program information, Other content customisation is charged at \$250 per hour of work.



5. Mentoring Program Close Workshop

About the Workshop

Conducted at the end of the program, Mentoring Program Close Workshops give program participants a sense of completion and set them up to negotiate and navigate their way into a new kind of relationship if mutually agreed.

Workshops combine a mix of facilitator content delivery and group sharing and discussions.

Topics

- Good practice in ending a mentoring relationship
- Questions to ask
- Program review – your experience
- Where to from here
- Next steps

Prerequisite	None
Workshop Duration	60 minutes.
Workshop Cost	\$1,200 online workshop. \$1,500 face-to-face (travel not included).
Customisation	Price includes customisation to include your program information, Other content customisation is charged at \$250 per hour of work.



6. Reflective Practice Workshop for Mentors

About the Workshop

Usually conducted a few months into a mentoring program, the Reflective Practice Workshop for Mentors supports mentors in active mentoring relationships to engage in reflective dialogue and collaborative learning for the development and benefit of themselves and their mentees. The workshop combines elements of coach/mentor supervision as described by Hawkins and Smith (2013):

1. The *Developmental* Function
Concerned with development of skills, understanding and capacities of the mentor.
2. The *Resourcing* Function
Providing a supportive space for the mentor to process the experiences they have had when working with mentees.
3. The *Qualitative* Function
Concerned with quality, work standards and ethical integrity.

Participants will be invited to share a dilemma/challenge related to their practice in a confidential and collaborative space. The wider group will be asked to engage in insightful questioning and reflections to support the participant in their learning.

Prerequisite	At least 3 months experience in mentoring and currently engaged in mentoring at least one mentee or group
Workshop Duration	75 - 90 minutes.
Workshop Cost	\$1,200 online workshop.
Customisation	Not applicable