



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - Mentoring (Fourth Edition)

Course Number: AXO84-148

Days: Self-study

Description: Mentoring isn't what it used to be. In today's high-tech, global economy, the days of stiff hierarchy and loyalty to the status quo are long gone. Today's mentors understand that they have as much to gain from building close working relationships and sharing their experience with others as they have to give. Whether you are entering an informal arrangement or a formal training program, learn how to make mentoring more meaningful for everyone.

Topic-Level Outline

Part 1: What is Mentoring & Why it Matters

- The Story of Mentor
- What Mentors Do The Enabling Mentor
- Mentoring Today
- What Does Mentoring Look Like?
- The Power of Relationships in Our Lives
- Mentors Care Beyond the Work
- A Mentor Goes Above and Beyond
- Part Summary

Part 2: Creating a Mentoring Relationship

- Stages of Development
- Where to Begin
- The Mentoring Match
- Determining Mentee Expectations
- Developing a Partnership
- Guiding Principles
- Creating a Mentor/Mentee Agreement
- Two-Way Mentoring / Reverse Mentoring
- Part Summary

Part 3: Maintaining a Mentoring Relationship

Adopting a Change Attitude
Managing Change
Coping Mechanisms
Mirroring
Validation
It's Rarely Black or White
Progressive Adaptation
Part Summary

Part 4: Navigating the Mentoring Relationship

Effective Mentoring Tools
Shifting Context
Active Listening
Naming Feelings
Listening for Motivation
Constructive Confrontation
Information That Has Positive Impact
Giving Permission
Being Genuinely Curious
Part Summary

Part 5: Fine Tuning & Transitioning the Mentoring Relationship

Fine Tuning and Transitioning
Potential Pitfall One—Giving Criticism
Potential Pitfall Two—Giving Advice
Potential Pitfall Three—Trying to Rescue
Transitioning the Relationship
Part Summary

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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CONTACT DETAILS

Arnold Muscat
Direct 083 778 4903
Email: sales@colleageafricagroup.com
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