

## **Designing A Mentoring System**

In designing a mentoring system consider how you will:

- ◆ Communicate the benefits of mentoring
- ◆ Enthuse people to seek the opportunity to be mentors
- ◆ Establish a process for selection that consider the graduates and mentors 'fit'
- ◆ Manage ongoing formal and informal meetings to support the relationship development
- ◆ Provide mentoring skills
- ◆ Provide leadership development opportunities to those mentors that demonstrate potential in this area

## **Workshops**

For mentoring to be successful, both mentorees and mentors must be:

- ◆ committed, able to listen, and open to new ideas,
- ◆ good with time management and self-management skills,
- ◆ assertive, realistic and discrete,
- ◆ knowledgeable or able to get information,
- ◆ challenging and analytical, and
- ◆ able to change/accept change.

Additionally, mentors must be:

- ◆ motivating and able to demonstrate leadership,
- ◆ honest and able to give constructive advice, and
- ◆ able to act as a role model.

A successful mentoring partnership is a career development experience to be enjoyed.

Interdependent offers a series of workshops to support mentors and those being mentored.

### **Workshop One      The Mentoring Role**

This half day workshop focuses on the key roles and responsibilities of the mentor.

At the completion of the workshop the mentor will be able to:

- ◆ Communicate with the graduate about the expectations and responsibilities between the mentor and graduate
- ◆ Outline the professional competency development structure provided
- ◆ Consider the process of rounded competency development that the graduate requires and plan for appropriate placement and knowledge sharing
- ◆ Prepare to communicate the values and goals of the organisation in a way that is meaningful to the mentoree so that they are clearly aware of expectations

### **Workshop Two      Focus on Relationship**

This half day workshop enables the mentor to develop skills in supporting the mentoring relationship.

At the completion of the workshop the mentor will be able to:

- ◆ Be aware of personality preferences and different styles of relating
- ◆ Practised communication and introductory counselling skills
- ◆ Considered a range of scenarios that graduate may face and identify the mentor's support and referral roles

### **Workshop Three Focus on Career Development**

This half day workshop provides the mentor with a structure and skills for providing career development support:

At the completion of the workshop the mentor will be able to:

- ◆ Discuss the current knowledge and skill level of the graduate and the gaps for development
- ◆ Lead a discussion on career development
- ◆ Discuss options for development

## **Workshops for those seeking mentoring**

### **Workshop One**

This half day workshop focuses on the key roles and responsibilities of the person seeking mentoring

At the completion of the workshop the mentoree will be able to:

- ◆ Outline the professional /technical competencies recognised by qualification or membership
- ◆ Consider the type of relationship that they wish to develop with their mentor so that they gain the most opportunity from the program
- ◆ Discuss the differences between the support that the mentor provides and the role of their manager
- ◆ Outline the opportunities for development at the organisation

