

# Mentoring Skills

## Programme Overview

### Summary

Mentoring is a critical part of a leader's tool kit to ensure team members have the essential skills, knowledge and behaviour to fulfil their responsibilities with confidence and competence and thrive in their roles.

Effective mentoring extends beyond developing team members technical and practical knowledge. Leaders must also understand their responsibilities to role model and promote the right behaviours. This course builds on the leadership skills of communication, interpersonal relationship building and team development in a mentoring context.

### Style and Approach

This one-day course has an experiential and learner led approach, giving a well-rounded exploration and practical application for what great mentoring looks like in Network Rail.

### Programme Structure

One day

### Audience

Managers and leaders of teams

### Group size

16 Participants

# Programme Overview

## Programme Topics

- Introduction to Mentoring - Big Picture and personal context
- Recognising the purposes, benefits and differences between mentoring and coaching
- The role and responsibilities of the mentor and mentee
- Identifying the skills, knowledge and behaviours of great mentors
- The mentoring cycle - Exploring and practicing using the full mentoring cycle including matching, contracting, interacting and exiting the mentoring relationship.
- Interacting and adapting mentoring approach to different communication styles
- Knowledge sharing - Converting Information to Expertise
- When and how to use teaching, training, or facilitation techniques

## Outcomes

Having attended this course, you will be able to:

- Define mentoring and identify its benefits
- Demonstrate effective mentoring to support development
- Demonstrate listening, feedback and communication skills to effectively mentor
- Support team members development through a mentoring relationship
- Apply and use the mentoring cycle

How to Apply:

You can self-nominate via Oracle.