

MENTORING [ETD005]

Workplace Mentoring

SAQA Unit Standard: 117865

Credits: 5

NQF level: 4

Duration: 1 day

OVERVIEW:

A mentorship training programme is designed and facilitated to form an integral part of the people development strategy of any organisation. The development of staff cannot be done effectively without a good understanding of what it means to be a mentor while ensuring performance through constructive feedback. The investment we make in initial and ongoing training of mentors will contribute to increased employment value, the retention and development of talent and positive career building.

This programme has been designed to set the stage for the relationship between mentor and protégé and to provide the mentor with the information and tools necessary to be effective as a mentor. The workshop will begin to prepare the mentor for the demands and realities of the mentoring experience.

On completion of the workshop participants will have a better understanding of:

- The concept of *mentoring* and related terms
- The characteristics and profile of a successful mentor and a good protégé
- The need for mentorship
- The role of as mentor, role of a coach and also the role of a mentee / protégé
- Differences between mentoring and coaching
- Stages of mentoring
- Developing of a trust relationship
- Benefits of mentoring
- Mentorship agreement
- Apply the skills and techniques required of a mentor

Participants will receive printed workbooks to complete in class.