

# Mentoring Works

## Purpose

This course is designed for individuals who are identified as mentors to others in the organization and to help establish formal mentoring programs to implement cultural change, new employee orientation programs, or succession planning programs.

## Description

Capitalize on the wealth of experience you have in your organization by establishing a mentoring program. Mentoring programs can help you:

- Implement Cultural Change,
- New Employee Orientation Program (office or a warehouse/factory environment),
- Succession Planning Program.

Training those who are going to be mentors increases the success rate of your mentoring program.

## Outcome

- Describe the value of a formal mentoring program to the organization, the mentoree, and the mentor.
- Guide mentorees through the mentoring cycle, addressing specific learning and organizational goals.
- Use positive feedback and feedback for development to help mentorees explore what is going well and what needs improvement.
- Grow in confidence and competence in the role of mentor.

## Features

- Put a mentoring program in place in the organization for cultural change, new employee orientation, or succession planning
- Improve positive feedback and feedback for development across the organization.

## Course Approach

Case studies, skill practice, checklists, trainer-presented materials, and mentoring contracts

## Module Specifications

Trainer's Guide includes:

- ✓ A list of all supplies and materials needed
- ✓ A room arrangement for effective learning
- ✓ Schedules for leading a full-day event or a half-day event
- ✓ Masters for activities, additional handouts, and/or flip charts
- ✓ Trainer's notes and thumbnails of related PowerPoint slides
- ✓ Full participants' guide with answers, making facilitation easy
- ✓ "Facilitator Tips" for making the most of the learning time
- ✓ A CD with PowerPoint slides

Participants' Guides are workbooks to be used during the training, including application pages that will help participants put learning into action on the job.

The Halbert Company can also provide trainers to help you implement this training.