



## MENTORING PARTNERSHIP WORKSHOPS©

### **OVERVIEW:**

**There are two workshops essential for success of Mentee / Mentor pairs in a formal mentoring program. These workshops are delivered in two phases: 1) in order to start the Mentoring Partners off in their mentoring journey as a successful venture and 2) to reinforce and provide greater depth to the partnership dialogue.**

The *Introduction to Mentoring Workshop* is delivered at the beginning of the Mentoring Partnership. The Advanced workshop, *Cultivating the Mentoring Partnership* is delivered mid-way in the typical one year program.

These workshops are conducted for both Mentees (proteges) and Mentors together. The optimum group size is 24 to 30 participants. Participants are arranged in work teams composed of 2 to 3 Mentor / Mentee pairs; either as matched or un-matched participants.

Group dynamics, particularly dialogue between Mentors and Mentees, is the central learning process of the workshop.



Excerpt from *Mentoring Training Video*

The work teams engage in experiential exercises and group learning through the analysis and resolution of case studies. These case studies are contained in the *Mentoring Training Videos*. There is open class discussion, Q and A, and a range of teaching materials included in the *Mentoring Partnership Workshop Workbook*.

As an encouragement to the mentoring pairs to start their partnership dialogues, a learning lab is conducted at the end of the Introductory Workshop so that each partnership can complete their Partnership Learning Plans.

If you would like an online preview of the ***Mentoring Partnership Workshop***, the ***Mentoring Training Video*** or the ***Mentoring Partnership Workbook*** contact us at (510) 581-2946 or via Email at [ritaboags@comcast.net](mailto:ritaboags@comcast.net) There is no charge for this service.



View the Participant Gains, Contents, Materials and Facilitator Training Summary on the next pages.



## Workshop 1. INTRODUCTION TO MENTORING

### What Participants Gain:

1. An overview of the complete Mentoring Partnership Program so that all participants have a common understanding of the mission, vision, purpose, design, definitions and expectations of the program.
2. A safe environment to begin dialogues between Mentees and Mentors so that when they leave the workshop they can confidently start their Mentoring Partnership.
3. An overview of the resources that will support the commitment that each Mentor / Mentee pair makes.
4. An explanation of the roles and responsibilities of Mentoring Partners, expected gains and ability to problem-solve in partnerships.
5. A demonstration of the tools necessary for creating and maintaining successful partnerships; specifically, the Mentor / Mentee Partnership Learning Plan.

### Content

#### **INTRODUCTION TO MENTORING – 1 Day**

- I. **Introduction** Mentoring pairs start on their learning journey together. A warm-up exercise helps to break the ice between the mentoring pairs and lays the groundwork for their future work together. Small Group exercises are used with the aid of the *Mentoring Training Videos* to provide a common definition of mentoring and to uncover myths about mentoring and break down mentoring stereotypes.
- II. **Mentoring Program Overview** Concepts of mentoring are defined and explored fully along with the roles and responsibilities of participants, managers of participants and the program coordinator. The company-specific model is explained in detail along with a timeline of deliverables.
- III. **Starting the Mentor/Mentee Partnership** A mentoring partnership works best when there is a clear understanding of expectations of the partners, ways of operating and activities to be performed. Small Group discussion with the aid of a video case study is used to develop a deeper dialogue and create greater synergy between the mentoring pairs.
- IV. **Creating a Successful Partnership** To assist the mentoring partners in managing their partnership, tools in the form of the Mentoring Journal, Partnership Learning Plan (PLP), Career Worksheets, Discussion Guides and resources are included in the workbook Appendix. The need for a PLP as a roadmap and guide the mentoring pairs is underscored by a conflict of interests introduced in the Third Video case study.
- V. **Partner Selection** The Five Parameters for creating successful matches of mentoring partners are presented and discussed. Interview protocols and practice interviews for selecting a Mentoring Partner are included when the workshop is provided for un-matched pairs.
- VI. **Next Phases** This is a review of the upcoming deliverables, time lines, and group activities for participants. A learning lab concludes the workshop.

## Workshop 2. ADVANCED MENTORING WORKSHOP

### **CULTIVATING THE MENTORING PARTNERSHIP – Half day**

(delivered midway in a one-year program).

#### **What Participants Gain:**

1. Review of principles, techniques and tactics for Feedback and Coaching within a Mentoring Partnership and practice in the application of the techniques.
2. An introduction to the Five Steps recommended for creating a Development Strategy.
3. Assistance in incorporating new learning into the Partnership Learning Plan.

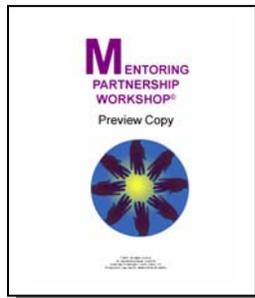
#### **Content**

This segment expands on the development processes of feedback and coaching as applied within a Mentoring Partnership. A series of vignettes and a two-part case study is the format for teaching and applying these concepts for creating and implementing a developmental strategy for the Mentee.

#### **MATERIALS used in the Workshops**

For more details, pricing and ordering information go to the Mentoring>Training tab at [www.leadershiptechnologies.com](http://www.leadershiptechnologies.com)

#### □ **Mentoring Partnership Workshop Workbooks**



The training manual for Mentor/Mentee Pairs contains the materials for two complete workshops – introductory and advanced along with a 5-part Appendix needed for starting and sustaining a successful mentoring partnership.

- 1) Introduction to Mentoring and
- 2) Cultivating the Mentoring Partnership
- 3) Extensive Appendix with Mentoring Partnership Tools and Resources e.g., a Learning Plan, Partnership Agreement and Mentoring Journal.

Can be customized & branded to client specs either in Mentee or Protege format.

Facilitator's training recommended

#### □ **Mentoring Training Videos**



Presents 3 case studies of the common challenges facing mentoring partnerships as they begin their Mentoring journey. The case study characters represent a range of diverse populations. Each case study includes a problem statement, resolution, discussion topics and a summary of key teaching points at the end of each case.

Available in DVD and VHS in either Mentee or Protege formats.

Used in conjunction with the Mentoring Partnership Workshop or as a stand-alone training.

Includes Facilitator's Manual and PPT overheads Template

## Mentoring Partnership Facilitator Training

Facilitator training is highly recommended for all in-house personnel who will be conducting the *Mentoring Partnership Workshops*. Completion of the two day Facilitator Training provides the participant with the basic understanding of the total workshop design and its components. It provides a forum for learning and demonstrating competence in conducting the *Introduction to Mentoring Workshop*.

### Facilitator Competencies:

The Facilitator workshop provides the participant with the following knowledge and skills:

1. Familiarization with the Major Features of the Mentoring Partnerships Workshop and in-house program:
  - ◆ Workshop components and training modules
  - ◆ Materials used within each component of the workshop
  - ◆ Understand the design features within the workshops
2. Ability to conduct the *Introduction to Mentoring* workshop
3. Address the issues and concerns of Mentees and Mentors



Excerpt from *Mentoring Training Video*

### Materials used in Facilitator Training:

#### □ Mentoring Partnership Facilitator Guide



A recommended companion guide to facilitating the *Mentoring Partnership Workshop* in-house.

The Facilitator's Guide is presented in a dual format: one in outline form for the advanced trainer and the other in narrative for the novice trainer.

The Facilitator's Guide can be customized to describe any organization's unique program features.

PowerPoint overhead templates are a part of this Guide.

Contact us to set up a Facilitator Workshop or receive the schedule of a Public Seminar. We can be reached at (510) 581-2946, and at [ritaboags@comcast.net](mailto:ritaboags@comcast.net)