

# Mentoring for Success

## Developing People from Within the Organization

*"You do not lead by hitting people over the head – that's assault, not leadership."  
- Dwight D. Eisenhower*

Establishing a mentoring system is the most effective way to develop employees throughout the organization to be prepared to accept challenges and exceed goals without going through the expense of hiring outside coaches. Mentors benefit almost as much as mentees from this process by lifting their own performance while assisting others in their quest for excellence. This course is completely customized to fit your organization's existing mentoring system. If your organization does not currently have a system established, Cornelius & Associates has experience in developing these programs, which include selecting appropriate candidates.

### Learning Objectives

- Understand the significance and system for your organization's mentoring program
- Understand and demonstrate the role of mentor and the role of mentee- what is expected and what cannot be expected
- Understand the importance of mutual mentoring
- Understand the mentoring relationship: its purpose and the phases
- Demonstrate the Four-Phase approach to one-on-one coaching

### Audience

This course is required for any employee helping to establish and maintain the organization's mentoring program or any employee participating in the program: mentors and mentees.

### Course Outline

#### *Mentoring Guidelines*

- What is Mentoring?
- What Does it Mean to Be a Mentor?
- Characteristics of Promising Mentors
- Establishing Productive Mentoring Relationships
- Clarifying Expectations
- Matching People and Mutual Consent
- Methods of Mentoring
- Instructions for One-on-One Coaching Sessions: The Four-Phase Method
- Mentoring Risks and Preventions
- The Joys of Mentoring
- Reflections Exercise
- Mentoring Resources

### ***Your Organization's Mentoring System***

- Specifics for the Mentor on Your System
- Specifics for the Mentee on Your System
- Review of Information Learned
- Exercises and Case Studies

### ***Mentor/Mentee Expectations***

- What is Expected of the Mentor
- What the Mentor Should and Should Not Expect From the Mentee
- What is Expected of the Mentee
- What the Mentee Should and Should Not Expect From the Mentor
- The Mentor as a Teacher/Advisor
- The Mentor as a Coach/Motivator
- The Mentor as a Model
- The Mentor as a Promoter/Sponsor

### ***Phases of the Mentor Relationship***

- Initiation
- Cultivation
- Separation
- Re-Definition

### ***"First Meeting Prompter"***

- Importance of First Meeting
- The "First Meeting Prompter" Form
- Exercises: The Four-Phase Approach

## **Program Format – 1 Day**

This program is completely customized around an established mentoring system. The program length can vary depending on the organization's need. Many organization-specific cases and examples are added to this program. Enrollment is limited to 20 participants, which guarantees the optimum instructor-small group coaching, feedback, interaction and personalized attention participants deserve. A class size of 12-16 participants is optimum.