

1	Mentoring and Leadership
1	Role of a Mentor
2	Preparing for the Role of a Mentor
3	Demonstrating Mentoring Skills and Techniques
R.R.P	£299.00

1	Role of a Mentor
1	Outline the role of a mentor
2	Describe the term mentee
3	Identify different types of mentoring
4	Provide examples of where mentoring can be used
5	Describe the benefits to a mentor from mentoring
6	Describe the benefits to a mentee from mentoring
7	List potential advantages of a mentoring scheme
8	Describe what an agreement between the mentor and mentee is
9	Compare informal and formal agreements
10	State the importance of making an agreement
11	Explain why a mentor should set goals for the mentee
12	Describe what an agreement should cover
13	Provide examples showing when an agreement should come to an end
14	Describe an appropriate management structure for mentoring
15	Explain the importance of having guidelines for the mentoring process
16	Describe internal sources of support available to the mentor
17	Outline issues that could be referred to internal sources
18	Describe the external sources of support available to the mentor
19	Outline two issues that could be referred to an external source
20	Identify the means of securely storing mentoring documentation

2	Preparing for the Role of a Mentor
1	Describe why good communication is essential
2	Explain why a mentor must have good listening skills
3	Identify questions that can be used in the mentoring process
4	Describe how each question can be used
5	Identify a suitable feedback model
6	Explain why it is important to use the feedback model
7	Outline how reflective practise can be used
8	State the importance of assisting the mentee to problem solve
9	Describe why the mentor must be a good role model
10	Outline the function of an action plan and feedback form
11	Explain why it is essential to select a suitable venue for meetings
12	List the skills relevant to the role of a mentor
13	List your own personal skills relevant to the role of a mentor
14	Compare your skills against the personal skills identified for a mentor
15	Create a professional development plan
16	Describe what is meant by the boundaries of a mentor's role
17	Identify legislation that is important to the role of a mentor
18	Describe a potential barrier to an effective relationship
19	Explain why mentor must consider health and safety issues
20	Explain why mentor must consider personal safety when planning meetings

3	Demonstrating Mentoring Skills and Techniques
1	Identify why mentoring is needed for the mentee
2	Agree and record the time, date and place of the meeting
3	Prepare all necessary documentation
4	Prepare the venue for the meeting
5	Complete a mentoring agreement
6	Demonstrate a range of skills and tools appropriate to the situation
7	Produce agreed personal actions in accordance with the SMART criteria
8	Give continuous support and feedback to the mentee throughout meeting
9	Complete all necessary documentation
10	Conclude the meeting appropriately
11	Receive recorded feedback from both the observer and the mentee
12	Reflect on your own performance during the meeting
13	Reflect on your performance before and after the meeting
14	State your strengths and development needs as a mentor
15	Create a personal development plan with an appropriate timeline