

„Mentoring – knowledge transfer through the power of authority”

Course description:

The training consists of four units: the role of mentoring and formulating the objectives, accurate transmission of information, motivation, communication that facilitates the daily contact between the mentor and mentee. Participants gain skills related to building and strengthening positive attitudes, motivation and shaping their own authority. Upon this basis they learn assertive language that facilitates their daily tasks which they carry out in cooperation with the mentee.

Acquired skills:

- precise and clear knowledge transfer
- interesting and persuasive speaking
- correct and effective objectives formulation for the mentee
- motivating the mentee with tools causing internal motivation
- ability to make mentee responsible for his actions
- contract enforcement, expressing criticism, giving feedback, refusing, expressing requests and expectations to the mentee

Training program:

1. Mentoring specificity: a set of basic issues

- what is mentoring
- who is a mentor and what is his role in a team
- mentor's tasks
- what is a mentor responsible for and what isn't he responsible for

- differences between the mentor and manager, colleague, coach, therapist, team leader
- awareness of our own impact on the mentee
- building our own authority
- objectives formulation (SMARTER)
- changing objectives or mission into specific tasks for the mentee
- objectives and tasks language
- managing of our own time, what is more important: substantive tasks or mentoring
- setting priorities
- graphical methods of planning for ourselves and for the mentee

2. Knowledge transfer

- accurate communication
- rules of interesting, understandable and persuasive speaking
- rule of primacy and recency
- content layout
- using examples
- the transfer of knowledge and the types of sensory preferences of recipients: auditory learners, visual learners, kinesthetic learners

3. Motivation and motivating in mentoring

- what is the motivation and what is its lack
- role of involvement in mentoring
- people have layers, motivation in the context of the pyramid of Robert Dilts
- what can a mentor motivate to?

- motivation and the needs of the mentee
- non-wage motivators
- specificity of Y generation(if the group is interested in it) in the context of motivation

4. Communication and exerting influence in mentoring

- benefits instead of features
- convincing to our own opinion
- expressing opinion
- feedback
- expressing anger
- expressing criticism
- praises
- refusing – in order to take care of our priorities
- failing to meet agreements
- giving orders

Methodology:

During the training we use the following training methods:

- Power Point mini lecture
- discussion
- pair work
- group work
- individual tasks
- role plays

- working with the video camera and analysis of the obtained information

Organizational information:

Number of training hours: 12 hours / 2days

Time of training 9:15-15:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings