

MAKING THE MOST OF BEING MENTORED TRAINING

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**Making the most
of being Mentored
Training Course**



COURSE LENGTH: 0.5 DAYS

What is the role of the mentee in the success of a mentoring program? This Making the Most of Being Mentored training course is designed to teach mentees their duties and responsibilities to assure the mentoring program is successful and how to make the most of the opportunity of being mentored.

This course teaches the mentees: what is mentoring, why mentoring is an important program for you and your company or organization, how to find a mentor, how to build and maintain a strong mentor/mentee relationship, the mentee skills to learn and develop, how to manage your own personal development and career growth and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MAKING THE MOST OF BEING MENTORED TRAINING COURSE OUTLINE

FOREWORD

As skilled, educated and motivated as you are, learning from someone who knows the ins and outs of your organization and your industry can be a powerful business asset. But the responsibility to find that person, build a strong relationship, and put your knowledge to work starts with you. Learn how to create and maintain a mutually rewarding mentor/mentee relationship.

OUTCOMES

- Know why a mentoring relationship is beneficial to the mentee, the mentor, the organization and even to friends and family
 - Understand the responsibilities of mentees in managing their own personal development and career growth
 - Master the skills needed for fostering successful mentoring partnerships
 - Provide guidance on building and maintaining productive mentoring relationships
 - Identify techniques for maximizing results
 - Learn new skills that contribute to the success of the organization
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MODULES

Lesson 1: The Heart of the Mentoring Relationship

- The Trio Definitions
- The Benefits of Being Mentored
- Mentoring in the Past
- Mentoring Today
- The Trend Continues
- Mentor-Mentee Mutuality
- The Essence of Mentoring
- Realizing Potential
- The Mentoring Commitment
- Part Summary

Lesson 3: Seven Critical Mentee Skills

- Identifying Effective Mentee Skills
- Skill 1: Ask Productive Questions
- Skill 2: Develop Triple-Level Listening Skills
- Skill 3: Use Trust as Your Glue
- Skill 4: Overcome the Awe Factor

Lesson 2: The Proactive Mentee

- The Proactive Mentee
- The Mentee as Collaborator
- Inviting a Mentor to Collaborate
- Managing Your Own Development
- Our Own Motivation & Sense of Self-Determination
- The Value of Being an Active Learner
- Making a Habit of Lifelong Learning
- Creating a Flexible Life Plan
- Shifting Your Mental Context
- Staying Flexible
- Part Summary

Lesson 4: Building a Productive Relationship

- Build a Productive Relationship
- Form the Mentoring Relationship
- Create Guiding Principles
- Establish Procedures for Meetings

- Skill 5: Resolve or Manage Differences
- Skill 6: Capture the Gifts of Learning
- Skill 7: Internalize the Learning
- Part Summary

- The Spectrum of Mentor & Mentee Interactions
- The Evolution of the Partnership
- Types of Mentoring Relationships
- Align Expectations
- Giving Back: Balancing the Relationship
- The Emergent Property: Synergy
- Part Summary

Lesson 5: Fine Tuning & Transitioning the Mentoring Relationship

- Creating Balance in Your Life
- Identifying and Using Learning Styles
- Workplace Diversity: Gaining a New Perspective
- Embracing Change
- Overcoming Inertia in the Organisation
- Transitioning / Ending the Relationship
- Part Summary

Lesson 6: Conclusion

- Course review
- Planning engagement with your mentor
- Post Course assessment if required

WEB LINKS

- [View this course online](#)
- [In-house Training Instant Quote](#)