



HORIZONS
UNLIMITED

Clutterbuck
Associates

Mentoring Program Manager's Workshop

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Mentoring Program Manager's Workshop

Duration

2 days

Overview

It is constructed along a logical flow of steps to be considered when introducing and maintaining a mentoring program:

- Laying the foundations
- Designing and planning
- Launching
- Supporting participants
- Reviewing and Improving

The workshop includes a variety of practical activities to apply and reinforce the learning points. For those interested in attaining accreditation for their own program, this workshop has been aligned with the International Standards for Mentoring Programs in Employment (ISMPE).

Objectives

By the conclusion of the workshop delegates will have:

- Gained a common understanding of what mentoring is
- Explored the five key stages of implementing a mentoring program
- Had an opportunity to design and practice program elements
- Defined their role and responsibilities as a mentoring program manager
- Been introduced to the ISMPE
- Gained access to our pro-forma documents and questionnaires

Agenda

The workshop is structured as follows:

- Introduction
- Key concepts of mentoring
- Laying the program's foundations
- Designing and planning the program
- Launching the program
- Supporting participants
- Reviewing and improving the program
- Manager role and responsibilities

Course prework

In order for us to know what your experience is around mentoring please may we ask you respond to the following questions before attending the course:

1. Are you currently involved with a managing a mentoring program?
 2. If yes, please give brief details about the scheme and your role
 3. If no, please let us know what has led you to attend this workshop
- Please email a copy of your responses melissa@horizonsunlimited.com.au

Further information

Business needs

For those involved in designing and implementing sustainable mentoring programs.

Other information

Workshop delegates are given a comprehensive manual, together with a CD Rom containing proforma documents and questionnaires – which can be adapted and used within their organisation.