

# Application Form

## Mentoring Skills workshops



- Yes, I would like to apply for further information
- I would be interested in **attending** a mentoring skills course
- I would be interested in **holding** a mentoring skills course

Please complete your details below and fax back to: **01342 321199**

### Personal details (please write clearly in capital letters)

Title First name Surname

Company/organisation

Position

Address

Postcode

Telephone Fax

Mobile

e-mail address

Where did you hear about these workshops?  ASME  AMEE  BMJ

Cygnus website  Direct email  Mentoring and medicine conference

Other (please state) \_\_\_\_\_

If you are unable to attend this course there will be another opportunity to attend our September 2005 course.

**Please tick this box to register your interest**

### Cygnus Mentoring & Professional Development

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**Business & Event Manager:** Caroline Harborow

**Ref:** MSWO-01

Mentoring and professional development



CYGNUS

# Mentoring skills workshops

A one, two or three day course designed as an introduction to mentoring

Fresh thinking...  
...a way forward



## Fresh thinking... ...a way forward

**Mentoring is an individual non-judgmental supportive relationship enabling mentees to reflect on their professional and personal life. It provides them with a space to identify and solve issues and to set and achieve their own goals and objectives.**

If you have the responsibility for the professional development, support or management of others, it is important that you have the skills of a mentor to facilitate that process. Learning the art of mentoring and fully appreciating its value as a professional activity will greatly increase your effectiveness in the role of mentor.

Whether you want to set up a mentoring scheme or just develop your own skills, Cygnus mentoring skills workshops provide that development, which will ensure that you will lay down a good foundation of expertise.

### **Who are the workshops for?**

- Those with a position of responsibility for the development of others
- Those in a managerial position with staff reporting to them
- Instigators and managers of mentoring schemes
- Educationalists
- Facilitators of induction programmes

### **What do the workshops contain?**

We have developmental workshops to suit the needs of the organisation or individual. These may be held over one, two or three days.

Each day will increase the depth of learning and breadth of understanding of the mentoring process, giving more time for the practice of the skills and consideration of special issues.

### **One day**

This is an introduction to mentoring which is an experiential workshop, conducted in small groups. There are one or two facilitators depending on the size of the group, there is ample time for discussion. During the day the following topics are covered:

- The context of the mentoring in the organisation or for the individual
- Defining mentoring and placing it in the spectrum of other forms of helping
- What makes a good mentor?

## How are the workshops run?

The workshops are mostly practical and rely on the extensive experience within the group. Although there is a basic structure to the sessions with input from the tutors, much of the work will be in small supportive groups. The tutors will model the facilitation used in the mentoring relationship. You will have time to practice the skills and discuss the issues that arise around mentoring.

Evaluation of the workshop is conducted at the end to help us in developing the content, style of delivery and outcomes of the training. Each participant will be able to reflect on their own understanding and skills and to discuss this with each other and with the tutor.

Where academic accreditation is required, we provide a four day course which is split over six months with two additional learning sets. This is fully assessed and externally moderated by the Open College Network

- The centrality of the mentor mentee relationship for a successful outcome
- The basic skills required of the mentor
- Balancing challenge and support
- Mentoring structure
- Contracts and boundaries
- Practical mentoring sessions
- Recording mentoring
- Support and ongoing developmental needs of the mentor

### Two day

This two day workshop follows a similar format to the one day course but there are some important additions:

- In depth exploration of the skills of the mentor
- Further practical experience of mentoring and the skills
- Exploration of boundary issues and contracting
- Working within an ethical framework
- The principles of lifelong learning

- Reflection in learning
- Helping the mentee to write a development plan

### Three day

The three day workshop is most effective when conducted after a gap of three to six months after the first two days. This allows for the mentor to have had some field experience with mentees. It not only addresses the developmental needs of the mentor, but provides extra skills and understanding, which add value to the role of mentor.

These include:

- Reflection on the role of the mentor
- Insights on the mentor-mentee relationship
- Working with mentees who are having difficulties
- The difference between therapy and mentoring
- Working with resistance
- Beliefs and values and how they impact on mentoring
- Cultural, gender issues and equal opportunity

## How to book

These workshops can be booked in the following ways:

- As an individual on one of our advertised courses
- As part of setting up a mentoring scheme within an organisation
- For organisations requiring mentoring training at a venue of their choice
- For educational establishments providing support for the development of others

For further details please contact:

Caroline Harborow,  
Business Manager, at  
Cygnus Mentoring  
(*details on reverse*).