



A SERIES OF ONE DAY WORKSHOPS – DATES FOR 2006

Introduction to Mentoring Making Mentors in Medicine

At The Royal Society of Medicine, London

- Thursday 15th June 2006
- Thursday 14th September 2006
- Wednesday 6th December 2006

Mentoring has become increasingly used in organisations to develop and benefit individuals in the workplace enabling them to manage their careers in a really effective way creating a well motivated and efficient workforce.

This mentoring workshop provides an introduction to the process of mentoring and gives participants a deeper understanding of how it may impact on the individual and the organisation.

Participants

This programme has been designed with doctors, nurses, health care professionals and managers in mind. It will be useful for all those who have a mentoring role or are about to embark on one, those involved in the training and support of people in the private or public health sector, and who would like to develop their skills.

Aims and objectives

The workshop provides a good overview of the process of mentoring, exploring the qualities and skills that make a good effective mentor. The practical sessions offer a chance to try out these skills and see how really effective they can be within the mentoring relationship.

Learning environment

Tutors will outline theory and structure and the practical sessions will enhance the learning. As with all mentoring confidentiality is a prerequisite. Others have found our courses both fun, informative and a good networking opportunity.

Assessment and evaluation

There will be no formal assessment of this programme, but participants will be encouraged to fill in their own self-assessment form for their information or for discussion with colleagues. Participants will be asked to evaluate the course to ensure that the course is of a high standard.

Mentoring Master Class Workshop for experienced mentors

At The Royal Society of Medicine, London

- Thursday 27th April 2006
- Wednesday 25th October 2006

The number of mentors to support doctors and other health care professionals in the development of their careers and achievement of their full potential is increasing. This workshop will increase mentoring effectiveness and fulfil your commitment to your own development as a mentor.

Participants

This masterclass is for those who already have experience of working with mentees and is open to all multi-professional groups. You may have had previous training or have knowledge and understanding of the mentoring process. This will include:

- Mentors
- Trainers with a mentoring role
- Those involved in supporting health care professionals in difficulty
- Facilitators of mentoring learning sets or support groups

Learning outcomes

Participants will gain:

- Feedback on your style and approach as a mentor
- Increased self-awareness and insights into your current work
- Strategies for developing your work as a mentor
- A model for professional development as a mentor that you can use within your support group

Format of the day

Numbers for this masterclass are limited to a maximum of 20, facilitated by two tutors. We will draw on your experiences as mentors, and these will be used to illustrate the model of professional development for supervision in mentoring.

There will be small group work with an opportunity to share some of the triumphs and pitfalls of mentoring, while using a structure to guide the process and embed learning. Each participant will be asked to fill in a reflective self-assessment form prior to joining the workshop to prepare for and get the most out of the day.

What delegates have said about our events...

"Great networking opportunity, I have an increased understanding of mentoring, and some really useful techniques to employ in mentoring practice"

"The highlights of the day were the group work and role play exercises"

"discovering that mentoring has a role for those who don't perceive any particular problems".

"There was an even balance of group interaction and theory."

PROGRAMMES

Introduction to Mentoring Making Mentors in Medicine

9.00 **Arrival and registration**

9.30 **Introductions**

- Ground rules
- Aims and Objectives
- The context of mentoring

10.15 **What is mentoring?**

- The ideal mentor
- The mentoring relationship

11.00 **Break**

11.15 **Issues in mentoring**

- The role of the mentor
- The skills and interventions of the mentor

12.30 **A model for change**

1.00 **Lunch**

1.45 **Practical sessions**

- Session 1
- Session 2

3.15 **Break**

3.30 **Practical session**

- Session 3

4.15 **Reflections**

- The way forward
- Self-assessment
- Evaluation

4.45 **Depart**

Mentoring Master Class Workshop for experienced mentors

9.00 **Arrival and Registration**

9.30 **Introductions**

- Aims and Objectives
- Mentoring and the definition of roles and responsibilities
- Issues arising in mentoring

11.00 **Break**

11.30 **Getting the most out of a mentor support group**

- Structure for professional development
- Sharing experience of mentoring

1.00 **Lunch**

1.45 **Group-work**

- A climate for exploring the mentoring relationship
- Practising different tools for mentoring development

3.30 **Break**

- Ethics and Boundaries
- Self-assessment of mentoring skills
- Plans for the future
- Evaluation of the day

4.30 **Depart**

BOOKING FORM

Fax back to 01342 321199

Yes I would like to attend a 1 day workshop (Please tick which course and date you wish to attend from the choices below)

Introduction to mentoring

- | | |
|---|----------------------|
| <input type="checkbox"/> Thursday 15th June 2006 | Course Ref: RSMIM-03 |
| <input type="checkbox"/> Thursday 14th September 2006 | Course Ref: RSMIM-04 |
| <input type="checkbox"/> Wednesday 6th December 2006 | Course Ref: RSMIM-05 |

Masterclass

- | | |
|--|--------------------|
| <input type="checkbox"/> Thursday 27th April 2006 | Course Ref: MMC-01 |
| <input type="checkbox"/> Wednesday 25th October 2006 | Course Ref: MMC-02 |

DELEGATE DETAILS: (please photocopy and complete individually if more than one delegate wishes to attend)

Title: _____ First Name: _____ Surname: _____

Position: _____ Organisation: _____

Address: _____

Postcode: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

FEES

I enclose payment of £148.50 + (VAT £31.50) **Total = £180**. Please make cheques payable to: *Cygnus Mentoring & Professional Development*

Signed: _____ **Date:** _____

(Bookings are not valid unless signed)

Fees **must** be paid in advance of the course. If required we can invoice your organisation for payment of fees directly.

Please send payment and signed booking form to:

Cygnus Mentoring & Professional Development, 79a High Street, East Grinstead, West Sussex RH19 3DD

Upon receipt of application confirmation of your booking will be sent

Where did you hear about us/this course?

Direct email Post Website Postgraduate centre BMJ

Other (please state): _____

Dietary requirements: _____

ENQUIRIES:

If you have any queries, please call Caroline Yeandle on 01342 321172 or email caroline@cygnusmentoring.co.uk