

## **PROGRAM AND WORKSHOP – MENTORING**

### **Purpose/Overview:**

Jacques & Associates Inc. is uniquely positioned to assist you in developing the Mentoring Skills and capacities within your organization. Whether you simply wish to have a workshop that provides an orientation to the process of Mentoring, or require support in designing and implementing a Mentoring Program for the entire organization, we have the experience to assist you.

If what you require is an introductory workshop, we provide a session to assist both current and prospective mentors to better understand the role of the Mentor and to equip them with basic knowledge and tools that will assist them in having a successful and rewarding experience as a Mentor. The session blends theory and practice and provides ample opportunity for discussion.

The topics typically covered include:

- History and background of Mentoring
- Successes and challenges in Mentoring
- The theory and practice of mentoring
- The appropriate role of the Mentor
- Time and expectation management

If you are looking at how to support the practice of mentoring in your organization, we have recently designed and implemented a full **Mentoring Program** for both a major energy company and a provincial Crown Corporation. Our typical approach includes a mentoring needs assessment with staff, a survey of current mentoring practices within the organization, a formal orientation and training workshop for Mentors, including a 360-degree, multi-rater assessment of their Mentoring Skills, a formal orientation session for the 'Mentees', follow up coaching and support for Mentors and regular assessments of 'what's working well' for the program and its participants. We also assist Program Coordinators with the communication required to successfully launch the program within their organization.

In the formal orientation and training workshop for Mentors, we address the following areas:

- The nature of Mentoring and the Mentoring process
- The role of Mentoring as a developmental tool and a form of Human Capital Investment: the Business Case for Mentoring

- The differences between coaching and Mentoring
- Knowing how to Mentor effectively and the critical skills required: self-management and Emotional Intelligence, effective listening, the art of the good question and other key communication skills
- How to effectively manage and grow the Mentoring relationship
- Learning how to engage in a Mentoring process geared to developing the fullest capacities of the people with whom we work in a supportive, non-threatening and ultimately productive environment.

The workshop for Mentors includes prior completion of a bank of self-assessment tools to offer insights into personal preferences, approaches and styles and how they relate to successful Mentoring. As well, participants have the opportunity to complete the Mentoring Skills Assessment [MSA] ® which provides a 360-degree, multi-rater assessment of their current Mentoring skills. The workshop also incorporates group discussions, and experiential exercises that will assist participants in testing and acquiring the knowledge, confidence and skills to successfully Mentor others.

The size, scope and elements of the Mentoring Program are specifically tailored to the needs of the client organization, and focus on the target audience, their developmental needs and the budget parameters guiding the process. The program is 'modularized' so that an individual program can either scale up or scale down the elements described above.

Please contact us for further information.

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