

MENTORING

SYLLABUS

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Written & Delivered By:



PEREGRINE

— GLOBAL SERVICES —

ACADEMICS • LEADERSHIP • PUBLICATIONS

MENTORING

Overview

Mentoring is a reciprocal and collaborative at-will relationship that most often occurs between a senior and junior employee for the purpose of the mentee's growth, learning, and career development. Often the mentor and mentee are internal to an organization, and there is an emphasis on organizational goals, culture, and advice on professional development. Mentors often act as role models for their mentee and provide guidance to help them reach their goals.

A good mentor can help the mentee become more effective at work, learn new skills, develop greater confidence, and make better decisions for their overall career growth. Mentors report many benefits as well, including satisfaction from seeing others develop; expanded generational and cultural perspectives; strengthening of technical, leadership, and interpersonal skills; and continuing to experience new ideas and insights.

Mentoring can be formal or informal. In an informal environment, mentees set goals, but they are usually not measurable, and the relationships are unstructured. For a formal mentoring relationship, there are actionable and measurable goals defined and set with determined requirements.

The purpose of this module is to develop the formal and informal mentoring skills that can be applied towards helping a mentee.

Learners

This module is designed for anyone who desires to learn how to mentor more effectively.

The module may qualify for Continuing Education Units (CEU) for professional certifications depending on the professional association.

Learning Outcomes

The learning outcomes for the module are as follows. With the completion of this module, learners should be able to:

1. Understand mentoring and the role of the mentor.
2. Understand the process of mentoring.
3. Know the skills of mentoring.

4. Develop and implement a mentoring plan.

Curriculum

<u>Section</u>	<u>Topics / Subtopics</u>
Section 1: Understanding Mentoring	<ul style="list-style-type: none"> • Mentoring Defined • A Guide to Understanding the Role of a Mentor Article • How Others Define Mentoring • What Does it Take to Be a Mentor? • The Role of the Mentor • Mentor Responsibilities • Benefits of Mentoring
Section 2: The Process of Mentoring	<ul style="list-style-type: none"> • How Do you Become a Mentor? • Mentoring Techniques or Models • The 6-Step Process for Mentoring
Section 3: Mentoring Skills	<ul style="list-style-type: none"> • 4 Key Mentoring Skills • A Strong Mentee-Mentor Relationship
Section 4: The Mentoring Plan	<ul style="list-style-type: none"> • The 3 E's of a Mentoring Plan: Education, Experience, and Evaluation • The 16 Laws of Mentoring • A Mentoring Plan
Section 5: Application and Assessment	<ul style="list-style-type: none"> • What the Best Mentors Do Article • Assessment

References and Additional Readings

Reh., F. J. (August 14, 2019). A guide to understanding the role of a mentor.

<https://www.thebalancecareers.com/a-guide-to-understanding-the-role-of-a-mentor-2275318>

Tjan, A. K. (February 27, 2017). What the best mentors do. <https://hbr.org/2017/02/what-the-best-mentors-do>.

Delivery

The module is delivered using Peregrine’s Learning Management System (LMS) known as CMAD. Instruction is asynchronous with online learning activities.

Assessment

In each section, there are in-progress quizzes and short exercises to ensure understanding of the instructional content.

A completion certificate is issued when the learner obtains at least 80% on the final exam, which includes a question based on each learning outcome.

Hours and Articulation

Learner hours are shown in the following table. The hours are based on both the time within the module and time away from the module conducting application activities.

<u>Section</u>	<u>Hours</u>
Section 1: Understanding Mentoring	1.0
Section 2: The Process of Mentoring	0.5
Section 3: Mentoring Skills	0.5
Section 4: The Mentoring Plan	1.5
Section 5: Application and Assessment	0.5
Total Hours	4