

# Mentor Skill Development and Practicum 2020

The aim of the **course** is to equip the participants with the knowledge and skills required to **mentor** others. This is achieved through providing insight into the process of **mentoring** and teaching the essential **mentoring** skills.

A mentor is someone who has expertise that will benefit another person. Successful mentoring programs encourage employee engagement, spread institutional wisdom and develop organizational performance. Mentored individuals typically are more committed to the organization, adapt more easily to organizational change and demonstrate accountability.

The course outcomes for participants of this program include an increased ability to:

- Create an open and supportive climate for discussion.
- Seek to develop trust by encouraging open, two-way communication.
- Demonstrate active listening skills.
- Provide constructive and appreciative feedback.
- Willingly to share skills, knowledge, and expertise.
- Maintain a positive attitude and acts as a positive role model
- Take a personal interest in the mentoring relationship.
- Exhibit enthusiasm in the mentee's project and offering.
- Value ongoing learning and growth in the field.
- Provide guidance, direction and exhibiting enthusiasm in the mentee's project.
- Respect towards colleagues and employees in all levels of the organization
- Set and meet ongoing personal and professional goals.
- Value the opinions and initiatives of others.
- Motivate others by setting a good example.

**Organizational Mentors** The hosting organization will provide an agreed upon Manager-Mentor for each Inspiring Organizational Stewardship program, course participant for the duration of the program.

## **Primary CCG Leader Development Competencies strengthened within this program include:**

### Core Competencies

- Builds Positive Relationships
- Communicates Effectively
- Fosters Teamwork

### Manager & Senior Leader Level Competencies

- Builds Collaboration
- Mentoring and Coaching Others
- Applies Systems Awareness
- Analysis and Decision Making

### Frontline Level Competencies

- Builds Trust
- Exercises Good Judgement
- Solves Problems Effectively
- Develops Emotional Intelligence
- Navigates Conflict

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<u>Course Length</u>	The program duration is 30 hours and Mentors will participate in the following activities: 1, 2 hour facilitated in-person learning session, 4, 2 hour facilitated virtual sessions, 10, 1 hour individual executive coaching sessions, and the provision of 10, 1 hour mentoring sessions to assigned mentees.
<u>Participants</u>	Appropriate Mentors will have completed a coaching program, demonstrated a high level of commitment to their own learning and growth, and be willing to take on the responsibilities of the Mentor.
<u>Requirements</u>	<p>Participants (Mentors) will complete the requirements as listed above and below, and dedicate appropriate time to apply authentic efforts in supporting their assigned mentee.</p> <ul style="list-style-type: none"><li>• Following each in-class IOS course date (either in person or virtually) meet with their participant-mentee, for one hour. During this time, review the participant's learning action plan and provide a Coach approach to support the participant living into their commitments to action. Provide feedback for improvement and appreciative feedback to the mentee.</li><li>• Review the progress of the participant's Action Team commitments and provide a Coach approach that supports the participant to be dependable with their engagement, willingly share ideas with their action team, address emergent conflict they may be experiencing and validate and/or explore the legitimacy of the action project team's focus. Provide feedback for improvement and appreciative feedback.</li><li>• Provide 'ad-hoc' ongoing support to the participant as requested.</li><li>• Without violating confidentiality, on a monthly basis Mentor's will share their experience and progress or stumbling blocks, they are experiencing with their Senior Leader Team member.</li><li>• Attend an introduction and review of expectations session (in person or virtually) with the course facilitator.</li><li>• Participate in 4, Virtual 2 hour sessions throughout the program duration, Mentors Group, and be prepared to share their experiences, the progress and the stumbling blocks.</li><li>• Provide peer coaching support to the individuals within the Mentor Group.</li></ul>
<u>Prerequisites</u>	See Participant guidelines above.
<u>Course Location</u>	TBA
<u>Homework</u>	TBD
<u>Reference/Materials</u>	Supporting materials will be provided.

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## Assessment

Pre-and Post-Behaviour Competency Rubric Assessment tools will be provided to participants for their completion.