

## Workplace Mentoring

### Overview:

The purpose of a mentoring program is to support and cultivate the qualities of staff at various levels and experience within Cadbury.

The Webster Dictionary defines a Mentor as a 'Counsellor, wise and prudent adviser'.

After completing this course, participants will know how to:

- Identify the various ways of mentoring
- Identify mentoring roles and mentoring competencies
- Understand the link between organisational goals and mentoring
- Understand the criteria for successful mentoring
- Understand workplace learning and the relationship with mentoring
- Be familiar with the selection process for determining mentors and mentees
- Identify learning styles
- Build a strong mentoring relationship

**Designed for:** This course is suitable for all staff members.

**Duration:** 1 day

### Content:

#### Mentoring basics

- Mentoring overview
- Roles and competencies
- Defining organisational goals

#### Mentoring programs

- Understanding mentoring programs
- Selecting mentors and mentees

#### Types of mentoring

- Mentoring types
- Learning styles

#### Mentoring effectively

- Effective mentoring relationships
- Choosing and managing mentees
- Effective mentees

#### Mentoring relationships

- Building strong mentoring relationships
- Successful mentoring relationships
- Finalising mentoring relationships



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