

# mentoring at work

fmi course number: ML02

Duration  
1 day

## .....course overview

This Course is designed to train mentors in organisations.

Mentors work with others in their organisation guiding, advising and sometimes coaching them in management or specialist skills.

This popular course looks at the role of mentors in the organisation as well as developing core skills in mentoring. The course helps people enhance core skills in Mentoring. It also examines challenges and issues that mentors face and identifies strategies to meet these challenges effectively.

The course is interactive and helps develop useful practices that can be used in general management as well as specifically in mentoring.



## .....key content

- Your role as a mentor
- Distinctions between mentoring and coaching
- Developing a mentoring relationship
- Working effectively as a mentor
- Essential skills of mentors
- Behaviours to avoid as a mentor
- Planning your mentoring
- Evaluating your own mentoring performance

## .....what objectives can I achieve?

1. Identify your role as a mentor in your organisation
2. Work effectively as a mentor
3. Meet challenges and issues in mentoring



## Who this course is useful for

All managers or others who will be working as mentors in their organisation.

### Resources for this Course

A **Learning Guide** is provided for this course. It contains notes and can be used for participant's own notes.

### Assessment

There is no formal assessment in this course

### Dates and locations

**Course Dates:** Sydney  
For dates please see FMI Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

**Time:** 9am to 4.45pm

Location is close to Sydney CBD. You will be advised of the exact location by email one week prior to commencement.

### Fees

For fees please see FMI Public Course Calendar at [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

### Corporate Versions of this Course

This course can be tailored for corporate requirements as an in-house course.

### Booking

To book, phone +612 9660 0199

Email fmi to find out how we can help you:  
[fmi@managementcando.com](mailto:fmi@managementcando.com)

### Contact frontline management institute

Email: [fmi@managementcando.com](mailto:fmi@managementcando.com)

Web: [www.frontlinemanagementinstitute.com.au](http://www.frontlinemanagementinstitute.com.au)

Phone +612 9660 0199

Location & Post  
**Frontline Management Institute**  
459 Harris St  
Ultimo NSW 2007  
Australia