



Mentoring Skills

Mentors fulfill many roles including that of an experienced friend, in giving help/advice and helping others deal with a wide range of topics/issues. Mentoring used formally in a one-to-one setting, or informally as a management style, are now recognised as the most effective way of integrating new people to an organisation and supporting existing colleagues' personal and professional growth. This course is designed to equip you with the necessary knowledge, skills and behaviors to be an effective Mentor.

May 15th 2008
Karachi Marriott Hotel
Rs. 7,500/-



Who Should Attend

Senior and middle managers who will take part in the organisation's formal mentoring program as Mentors will benefit immensely from this program.

Additionally, managers who wish to contribute positively towards professional & personal development of those seeking assistance will also find it useful.

Contents

- ➔ What constitutes Effective Mentoring?
- ➔ Distinction between Mentoring, Coaching & Counseling
- ➔ The Role of the Mentor
- ➔ Mentoring Lifecycle Objective Setting, Diagnosis, Visioning, Planning & Implementation
- ➔ Developing Trust & Maintaining Confidentiality
- ➔ Establishing Rapport and Your Credibility
- ➔ Providing Motivation & Active Listening
- ➔ Behaviors to Avoid!
- ➔ Objective Setting and Contracting

Benefits

Effective Mentors can make a real difference to how effectively new joiners understand the company they have joined, its ways of working, customs and practices and help the joiner to adapt to his/her new environment.

At the same time, Mentoring benefits both people in the mentoring relationship. By approaching mentoring, using the model described in this course, mentee does not become dependent but develops their critical thinking skills. The mentee is empowered and they take responsibility for their actions. Both parties can find the experience rewarding and satisfying.

Note:

Cancellations will be accepted 48 hours prior to the program. If any cancellation is received later than 48 hours a 25% administration charge will be levied, however, a substitute delegate will be welcome.

If a delegate does not show up on the day of the event without any prior information, then full charges will apply.

About The Trainer

Humaira Ahmad has a Masters from University of London where she received a distinction for her academic efforts. She was also ranked among the top three participants in a Business Consultancy program in England, which was attended by management professionals from 17 countries.

Her work experience spans over eight years in the corporate sector, with involvement participation in multiple quality management programs, process reengineering efforts and ERP implementations (including SAP). As such, Humaira's niche is simply Change Management; change in attitudes, change in perceptions, change in processes and change of systems.

Her association with the Human Resources and Information Technology functions of Engro Chemical Pakistan Limited & Pakistan Tobacco Company (PTC) ensures a blend of human and technical knowledge. As an IT Infrastructure Manager in PTC, she successfully led a team across three locations after learning how to manage people through sheer practical experience.

Prior to working with a client, Humaira seeks to acquire an in-depth understanding of the organisation's culture as well as their industry. As a result, her strength is developing and conducting customized programs for companies, based on the skill set required in their personnel.

For Registration

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