

# Mentor Skills Training Study Day

## Information and Programme

This is a busy and interactive day with a variety of group activities and discussions about how we mentor, and the roles and skills required to adequately support, effectively coach and motivate others. This study day is essential for anyone wishing to develop their skills and mentor in their workplace.

- Review of skills training
- Explanation of mentor standards
- Overview of roles and responsibilities
- Nomination from your manager is required Free to attend for all NHS Staff
- Light refreshments available but lunch is not provided
- Central locations across the north
- Regular study days held throughout the year



### Booking information:

To book your place please search the event listings to find the best location for you at [www.hee.nhs.uk/news-blogs-events/events](http://www.hee.nhs.uk/news-blogs-events/events)

### Supporting educators and learners:

Find out more about our mentor skills training by visiting [www.hee.nhs.uk/our-work/medicines-optimisation/supporting-educators-learners](http://www.hee.nhs.uk/our-work/medicines-optimisation/supporting-educators-learners)

### Contact us at:

medicinesoptimisation.north@hee.nhs.uk

**Please note that this training does not meet professional body accreditation**

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[www.hee.nhs.uk/our-work/medicines-optimisation](http://www.hee.nhs.uk/our-work/medicines-optimisation)

### Objectives

- This is a busy and interactive day with a variety of group activities and discussions about how we mentor, and the roles and skills required to adequately support others.
- Each individual session has its own objectives and outcomes. These begin by looking at what is meant by mentoring, mentoring within organisations, identifying learning styles and how to effectively coach and motivate others.
- Further development of your role is explored in establishing and maintaining professional relationships with learners, dealing with difficult situations and supporting learners with agreed plans, encouragement and reflection.
- We will look at the various monitoring tools available to support the learner, the importance of keeping records and evidence collection/portfolio development.
- At the end of the day you will complete an action plan to ensure that you have the opportunity to implement ideas for improving mentoring in your workplace.
- This programme consists of a pre-course work workbook, case studies, activities and learning through the study day with a mentor handbook to support you in your development as a mentor, and post-course work.
- This study day is essential for anyone wishing to develop their skills and mentor in their workplace.

### Programme

9am Arrival and Registration for 9.15am start  
Session 1 – Objectives and Introduction  
Session 2 – What is meant by mentoring  
Session 3 – Benefits of mentoring  
Session 4 – Roles and responsibilities of the mentor  
Session 5 – Skills of the mentor  
Session 6 – Learning cycle and learning styles  
Session 7 – First contact: agreeing and following a plan  
Session 8 – Dealing with difficult situations / performance problems  
Session 9 – Providing feedback  
Session 10 – Keeping records and evidence collection/portfolio development  
Session 11 – Review  
Session 12 – What next? The learning journey  
Session 13 – Evaluation  
4.30pm Close

**We look forward to seeing you on our next available study day**