

Train the Trainer: Mentee

Length: 1 Day

Facilitator/Trainer/Instructor - Train-The-Trainer: Good facilitators have always been expected to be informative and knowledgeable about the subject matter they are covering. But, what makes some trainers truly exceptional? This hands-on, train-the-trainer has been designed to help all levels of trainers to increase their facilitation abilities and expertise, and to be as effective as possible training the mentee.

Summary of Mentee Program: As skilled and motivated as you are, learning from someone who knows the ins and outs of your organization and your industry can be a powerful business asset. But the responsibility to find that person, build a strong relationship, and put your knowledge to work starts with you. Learn how to create and maintain a mutually rewarding mentor/mentee relationship.

By the end of this course, Trainers will be able to teach participants:

- Why a mentoring relationship is beneficial to the mentee, the mentor and the organization
- The responsibilities of mentees in managing their own personal development
- The skills needed for fostering successful mentoring partnerships
- Provide guidance on building and maintaining productive mentoring relationships
- Identify techniques for maximizing results

Practical Application: The fundamentals of facilitation are covered in detail and every participant will have the ability to “practice” every concept of *menteeing* that is introduced. This is an interactive course and trainees will have the opportunity to immediately apply what they have learned. This allows each participant to leave the course with a strong sense of confidence in their ability to apply what they have learned.

COURSE CONTENT

INTRODUCTION

- Program objectives on Mentees
- The role of a facilitator
- Influence defined & discussed

FUNDAMENTALS

- Adult learning principles
- Classroom design & set up
- Preparation
- Facilitation processes
- Styles of learning

THE MENTORING RELATIONSHIP

- The Benefits of Being Mentored
- Mentoring Today
- Mentor-Mentee
- Empathy
- The Essence of Mentoring
- Realizing Potential

THE PROACTIVE MENTEE

- The Proactive Mentee
- Inviting a Mentor to Collaborate
- Managing Your Own Development
- Our Own Motivation & Sense of Self-Determination
- The Value of Being an Active Learner
- Making a Habit of Lifelong Learning
- Staying Flexible

BUILDING A PRODUCTIVE RELATIONSHIP

- Build a Productive Relationship
- Form the Mentoring Relationship
- Align Expectations
- Giving Back: Balancing the Relationship

ADVANCED FACILITATION

- Understanding your participants world
- Make the connection, gain the respect
- Essential building blocks
- Body movement and language
- Gestures- The good and bad
- Training “Strategy” vs. “Tactical Training”
- Your voice- how to use it
- Elicitation not just presentation
- Humor- when and how
- PowerPoint – use it, don’t abuse it

PRACTICAL APPLICATION

- Demonstration of competence
- Stage presence demonstrated
- Articulation, volume and more

PUTTING IT ALL TOGETHER