Training program for mentors

INTRODUCTION

This tool contains basic lineup of training program for mentors. The tool could be helpful to prepare your own training program for mentors.

The tool is closely connected to other tools (especially Tool 1 - mentors competences, Tool 2 – process of mentoring).

GLOSSARY

Key words: coaching, competence based learning, core qualities, evaluation, feedback, leadership styles, learning styles, mentor, mentor profile, reflection process

TOOL

1. Focus on the mentor

1.1 Profile of a mentor

- o   introduction to mentor profile
- o   checklist "competences of the mentor"
- o   reflection: me as a mentor

1.2 Core qualities

- o   introduction to core qualities Ofman
- o   quality, dangers, expectations as a mentor
- o   reflection: my core qualities

2. Focus on the learning process on the job

2.1 Learning styles

- o   introduction to learning styles Kolb
- o   reflection: my own learning style

2.2 Students' reflection process

- o   introduction to the reflection process Korthagen & Niglli

2.3 Competence based learning

- o   introduction to competence based learning
- o   indicators of behaviour, observation, evaluation
- o   reflection: my own learningprocess

3. Focus on welcoming, feedback and coaching

3.1 Welcoming

- o   introduction of the student in the company
- o   gradually inform student

3.2 Feedback

- o   introduction to feedback process
- o   give and receive feedback
- o   communication of evaluation
- o   reflection: my style of communication

3.3 Coaching

- o   introduction to process of coaching
- o   active listening
- o   personal development plan
- o   reflection: my attitude and competences as a coach

3.4 Situational leadership

- o   introduction to leadership styles
- o   reflection: my leadership style as a mentor

4. Evaluation

- o   synthesis of the training program for mentors
- o   personal SWOT analysis: reflection on learning process in the training
- o   group SWOT analysis of mentoring of job embedded learning