

# MENTORING

***Empower, Inspire, and Cultivate Growth***

**US 114215 / NQF Level 4 / Non- Credit Bearing**

***“Your legacy is measured by the impact you have on others.” – Simon Sinek***

Great mentors do more than share knowledge - they inspire growth, build confidence, and help others unlock their full potential. Whether you're guiding a new employee, developing future leaders, or fostering a culture of learning, effective mentoring is a skill that transforms individuals and organisations alike.

This course provides a structured, practical approach to mentoring, equipping you with the essential knowledge, tools, and techniques to guide and support others effectively. Learn how to create meaningful mentor-mentee relationships, foster open communication, and apply proven strategies to develop talent within your organisation.

## **WHO SHOULD ATTEND**

- Supervisors, team leaders and managers who want to support employee growth and leadership development
- Skills Development Facilitators and HR Professionals looking to implement structured mentoring programmes
- Experienced employees and specialists who wish to pass on their knowledge and expertise
- Professionals seeking leadership development who want to enhance their ability to guide and inspire others

## **HOW YOU WILL BENEFIT**

- Develop strong mentoring skills – build trust-driven relationships that inspire growth and confidence
- Enhance leadership capabilities – learn how mentoring contributes to leadership success
- Foster a culture of learning – encourage knowledge-sharing and continuous development
- Improve communication and active listening – strengthen connections through effective dialogue and feedback
- Overcome mentoring challenges – learn how to navigate common obstacles and create successful mentoring relationships

***One-day course 08:30 -16:00***

***Tel: (031) 267 1229***

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## **WHAT WILL BE COVERED**

### **The foundations of mentoring**

- Understanding the purpose and impact of mentoring
- The difference between mentoring, coaching, counselling, and training
- The link between adult learning principles and effective mentorship
- Ethical considerations and professional boundaries in mentoring relationships

### **Building meaningful mentor-mentee relationships**

- The qualities of a great mentor and how to develop them
- Effective communication strategies for mentorship success
- Establishing trust, credibility, and mutual respect
- Structuring the mentorship journey with clear roles and responsibilities
- Negotiating and drafting a formal mentoring agreement

### **Practical mentoring skills in action**

- Techniques for assessing mentee knowledge gaps and development needs
- Active listening, observation, empathy, and questioning techniques
- Goal setting and progress tracking using SMART objectives
- Providing constructive feedback and navigating difficult mentoring moments
- Evaluating the effectiveness of mentorship and ensuring long-term impact