COURSE SYLLABUS

Mentoring Skills Course (Self-Paced)

Enhance your ability to guide professional growth and performance by learning mentoring strategies that foster development, trust, and accountability.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/mentoring-skills-course-self-paced



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Course Outline

Module 1: Introduction

- Trace the origins and purpose of mentoring and how it develops talent and future leaders (pp. 2–4).
- Clarify course learning outcomes and personal/organizational benefits of mentoring.
- Complete warm-up activities that personalize the mentoring concept.

Module 2: Definition of a Mentor

- Co-create a clear definition of “mentor” and list core characteristics (patience, listening, candor) (p. 5).
- Differentiate mentor roles from other helpers and set expectations for the relationship.

Module 3: Benefits of Mentoring

- Identify benefits to mentors (knowledge transfer, new perspectives), mentees (role models, faster learning), and the organization (retention, productivity) (pp. 6–9).
- Review mentee roles and responsibilities that make the partnership work (pp. 10–11).

Module 4: Overview of Mentoring Process

- Follow the six-stage process: evaluate, match, agreement, perform roles, evaluate, and end/transition (pp. 11–13, 25–27).
- Plan and conduct the first meeting—clarify goals, logistics, responsibilities, and next steps; draft a Mentoring Agreement (pp. 13–16).

Module 5: Strategic Questions to Ask Using GROW

- Use the GROW coaching model to structure conversations: Goal, Reality, Options, Will (pp. 17–20).
- Practice targeted questions that surface insights, resources, obstacles, and commitments.

Module 6: The Art of Feedback

- Distinguish positive vs. constructive feedback and when to use each (pp. 20–21).
- Apply practical giving/receiving guidelines—timing, confidentiality, “I” statements, and clarification (pp. 21–22).
- Rehearse scenarios to reinforce effective feedback behaviors (p. 22).

Module 7: Career Development Planning

- Clarify mentor/mentee responsibilities for building a Career Development Plan and timeline (pp. 21–24).

- Draft goals, competency assessments, and an Action Plan/IDP using provided templates (pp. 23–24).

Module 8: Types of Mentoring

- Compare formats—flash, group, peer, reverse, situational, supervisory, team, and virtual—and when to use each (pp. 28–30).
- Select an approach that fits goals, availability, and culture; set expectations and evaluation points.

Module 9: Bibliography & Resources

- Explore recommended books and guides (e.g., Zachary, Maxwell) to sustain mentoring skills (p. 30).
- Create a personal reading list to deepen practice beyond the course.