COURSE SYLLABUS

Mentoring Skills Course

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



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Course Outline

Module 1: Introduction

- Trace the origins and purpose of mentoring and how it develops talent and future leaders.
- 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.