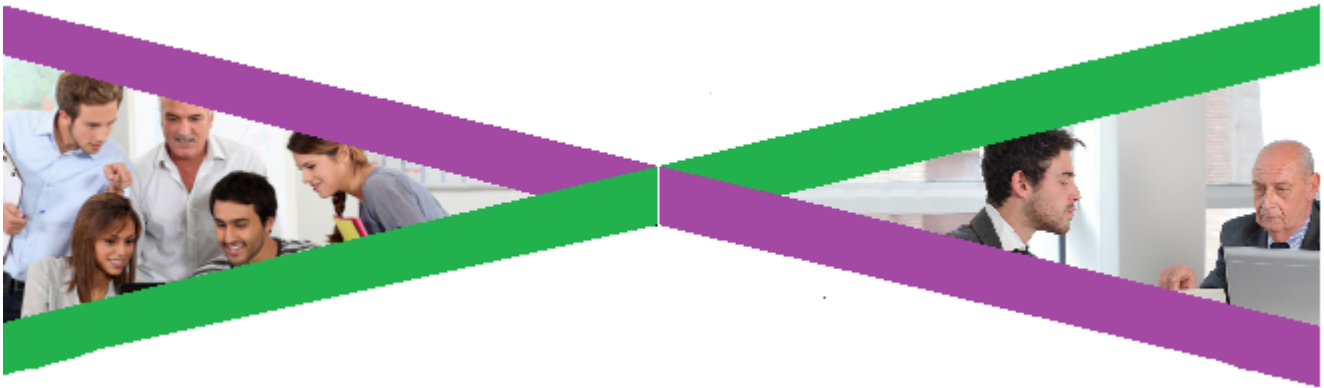




IntGen

**Intergeneration Mentoring
for Entrepreneurs**



MENTOR TRAINING COURSE

In Greece

Partners of INTGEN



www.intgen-eu.com

Project Number: 2014-1-ES01-KA200-004372

INTGEN MENTOR TRAINING COURSE IN GREECE

<u>Course Title:</u> DEVELOPING MENTORING SKILLS	
Aim of the course	<p>Overall Aim of this course is to enable the learner (mentor) to:</p> <ol style="list-style-type: none"> 1. Understand some of the skills required by successful mentors 2. Develop specific mentoring and coaching skills to work with and coach students, potential entrepreneurs and others as appropriate 3. Become familiar with the intergenerational mentoring process, using suitable tools and also consider the benefits of the teaching of entrepreneurial skills.
Objectives	Improve the quality of mentoring in cross-generational entrepreneurship
Self-Assessment of mentees	Self-Assessment prior and subsequent to the course
Assessment of mentors by mentees	Assessment of mentor will be completed by the mentees at the end of the “Mentor Training Course”
Teaching & learning activities	<ul style="list-style-type: none"> ➤ Classroom based training (one-to-one simulations, group self-assessment, demonstrations of tools used to assist the business planning and similar aspects); ➤ Pair working in between sessions; (practice coaching techniques with tutor (observer) input if possible)
Basic skills requirements	Communication skills (read, write, speak) in the language of their country

Sessions Topics		Learning Outcomes
1	Introduction to the INTGEN project - Introducing the participants	<ul style="list-style-type: none"> › Understand the aims and objectives of INTGEN project › Getting known each other – team building
2	Review the role and responsibilities of the mentor	<ul style="list-style-type: none"> › Explain the differences in the roles of coach and mentor › Analyze the values, attitudes, beliefs and skills required in a mentor, including flexibility, reviewing and planning
3	Demonstrate some designated mentoring techniques and establish trust and confidence with the mentee	<ul style="list-style-type: none"> › Explore techniques such as active listening, questioning, summarizing, goal-setting and planning › Create an environment in which effective mentoring can take place › Establish empathy and interest in the mentee
4	Plan and manage the mentoring process to achieve the mentee's goal(s)	<ul style="list-style-type: none"> › Review the mentee's progress and achievements › Review alternative support and motivations › Clarify situations and overcome misunderstandings › Support the decision making process
5	Explore the term 'Business savvy' and the Entrepreneurial Mindset	<ul style="list-style-type: none"> › Describe the use of some business planning tools, analytical tools and key business areas › Assist the mentee with using their own and other appropriate networks, supporting building mentee's own professional networks › Demonstrate knowledge of some aspects of small business operation or knowledge of professionals who are able to assist with these aspects
6	Developing entrepreneurship – Main issues in establishing a start-up	<ul style="list-style-type: none"> › Methods to analyze a business idea › Definition of legal structure and procedures › Definition of corporate image › Definition of communication strategy › Definition of financial tools › Understanding the financial structure of a company › Identify the tools for market research and marketing mix

Session Number / Duration	Sessions Topics	Activities for Participants/ Resources needed	Assessment
<p>Session 1 (2,5 h)</p>	<p>Introduction to the INTGEN project - Introducing the participants (<i>Topic 1 - 1h</i>)</p> <ul style="list-style-type: none"> ➤ Understand the aims and objectives of INTGEN project ➤ Getting known each other – team building <p>Review the role and responsibilities of the mentor (<i>Topic 2 - 1,5h</i>)</p> <ul style="list-style-type: none"> ➤ Explain the differences in the roles of coach and mentor ➤ Analyze the values, attitudes, beliefs and skills required in a mentor, including flexibility, reviewing and planning 	<ul style="list-style-type: none"> ➤ Presentations ➤ Team work ➤ Exercises ➤ Videos 	<ul style="list-style-type: none"> ➤ Post-it on the notice board ➤ Answer sheets
<p>Session 2 (3 h)</p>	<p>Demonstrate some designated mentoring techniques and establish trust and confidence with the mentee (<i>Topic 3 - 2h</i>)</p> <ul style="list-style-type: none"> ➤ Explore techniques such as active listening, questioning, summarizing, goal-setting and planning ➤ Create an environment in which effective mentoring can take place ➤ Establish empathy and interest in the mentee <p>Plan and manage the mentoring process to achieve the mentee's goal(s) (<i>Topic 4 - 1h</i>)</p> <ul style="list-style-type: none"> ➤ Review the mentee's progress and achievements ➤ Review alternative support and motivations ➤ Clarify situations and overcome misunderstandings ➤ Support the decision making process 	<ul style="list-style-type: none"> ➤ Presentation ➤ Team work ➤ Exercises ➤ Videos ➤ Role playing 	<ul style="list-style-type: none"> ➤ Post-it on the notice board ➤ Answer sheets

Session Number / Duration	Sessions Topics	Activities for Participants/ Resources needed	Assessment
<p>Session 3 (3,5 h)</p>	<p>Explore the term ‘Business savvy’ and the Entrepreneurial Mindset (<i>Topic 5 – 1,5h</i>)</p> <ul style="list-style-type: none"> ➤ Describe the use of some business planning tools, analytical tools and key business areas ➤ Assist the mentee with using their own and other appropriate networks, supporting building mentee’s own professional networks ➤ Demonstrate knowledge of some aspects of small business operation or knowledge of professionals who are able to assist with these aspects <p>Developing entrepreneurship – Main issues in establishing a start-up (<i>Topic 6 – 1,5h</i>)</p> <ul style="list-style-type: none"> ➤ Methods to analyze a business idea ➤ Definition of legal structure and procedures ➤ Definition of corporate image ➤ Definition of communication strategy ➤ Definition of financial tools ➤ Understanding the financial structure of a company ➤ Identify the tools for market research and marketing mix <p>Assessment and conclusions (<i>0,5h</i>)</p>	<ul style="list-style-type: none"> ➤ Presentations ➤ Team work ➤ Videos ➤ Case studies ➤ Questionnaire 	<ul style="list-style-type: none"> ➤ Post-it on the notice board ➤ Answer sheets ➤ Self-assessment (Intgen document) ➤ Assessment of training course (Intgen document)