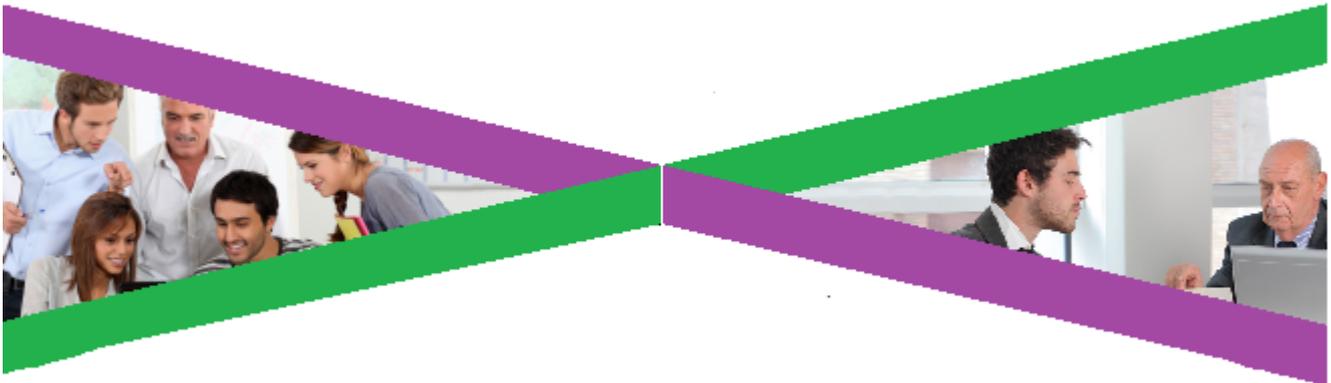




# IntGen

**Intergeneration Mentoring  
for Entrepreneurs**



## **MENTOR TRAINING COURSE**

**In United Kingdom**

### Partners of INTGEN



[www.intgen-eu.com](http://www.intgen-eu.com)

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

Course Title:	Module/Unit Title:	Duration & Location & Start Date:
Developing mentoring skills		

**Overall Aim of this course is to** enable the learner (mentor) to:

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.

**Learning Outcomes:**

1. **Review the role and responsibilities of the mentor;**
  - ✓ Explain the differences in the roles of coach and mentor;
  - ✓ Analyse the values, attitudes, beliefs and skills required in a mentor, including flexibility, reviewing and planning
2. **Demonstrate some designated coaching techniques and establish trust and confidence with the client;**
  - ✓ Explore techniques such as active listening, questioning, summarising, goal-setting and planning;
  - ✓ Create an environment in which effective mentoring can take place;
  - ✓ Establish empathy and interest in the mentee
3. **Plan and manage the mentoring process to achieve the mentee's goal(s);**
  - ✓ Review the mentee's progress and achievements;
  - ✓ Review alternative support and motivations;
  - ✓ Clarify situations and overcome misunderstandings;
  - ✓ Support the decision making process
4. **Explore the term 'Business savvy' and the Entrepreneurial Mindset;**
  - ✓ 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
5. **Reflect on practice and feedback from others;**
  - ✓ Evaluate own role in the mentoring process
  - ✓ Identify areas for personal development

Teaching & Learning activities planned include:

- ✓ Classroom based training (one-to-one simulations, group self-assessment, demonstrations of tools used to assist the business planning and similar aspects);
- ✓ reading and activities outside of the classroom
- ✓ Pair working in between sessions; (practice coaching techniques with tutor (observer) input if possible)

Basic Skills Requirements – to successfully complete this course students will need to be able to:

Communicate (read, write, speak) in the language of their country

<b>Bath College Teaching Staff – 4 x 45 minute sessions</b>			
<b>Session Number</b>	<b>Topics to be covered including Active learning ideas</b>	<b>Resources</b>	<b>Assessment</b>
1	<b>Review the role and responsibilities of the mentor;</b> <ul style="list-style-type: none"> <li>✓ Explain the differences in the roles of coach and mentor;</li> <li>✓ Analyse the values, attitudes, beliefs and skills required in a mentor, including flexibility, reviewing and planning</li> </ul>		
ONLINE		Google Survey	
2	<b>Demonstrate some designated coaching techniques and establish trust and confidence with the client;</b> <ul style="list-style-type: none"> <li>✓ Explore techniques such as active listening, questioning, summarising, goal-setting and planning;</li> <li>✓ Create an environment in which effective mentoring can take place;</li> <li>✓ Establish empathy and interest in the mentee</li> </ul>		
ONLINE		Google Survey	
3	<b>Plan and manage the mentoring process to achieve the mentee’s goal(s);</b> <ul style="list-style-type: none"> <li>✓ Review the mentee’s progress and achievements;</li> <li>✓ Review alternative support and motivations;</li> <li>✓ Clarify situations and overcome misunderstandings;</li> <li>✓ Support the decision making process</li> </ul>		
ONLINE	Complete the online Survey	Google Survey	
4	<b>Explore the term ‘Business savvy’ and the Entrepreneurial Mindset;</b> <ul style="list-style-type: none"> <li>✓ Describe the use of some business planning tools, analytical tools and key business areas.</li> <li>✓ Assist the mentee with using their own and other appropriate networks, supporting building mentee’s own professional networks;</li> <li>✓ Demonstrate knowledge of some aspects of small business operation or knowledge of professionals who are able to assist with these aspects</li> </ul>		
ONLINE		Google Survey	

Throughout the course learners will need to actively Reflect on practice and feedback from others;

- ✓ Evaluate own role in the mentoring process
- ✓ Identify areas for personal development

Complete the online Survey

<b>Business Training – 2 x 90 minute sessions</b>			
<b>Session Number</b>	<b>Topics to be covered including Active learning ideas</b>	<b>Resources</b>	<b>Assessment</b>
1	<p><b>Review the role and responsibilities of the mentor;</b></p> <ul style="list-style-type: none"> <li>✓ Explain the differences in the roles of coach and mentor;</li> <li>✓ Analyse the values, attitudes, beliefs and skills required in a mentor, including flexibility, reviewing and planning</li> </ul> <p><b>Demonstrate some designated coaching techniques and establish trust and confidence with the client;</b></p> <ul style="list-style-type: none"> <li>✓ Explore techniques such as active listening, questioning, summarising, goal-setting and planning;</li> <li>✓ Create an environment in which effective mentoring can take place;</li> <li>✓ Establish empathy and interest in the mentee</li> </ul>		
ONLINE			
2	<p><b>Plan and manage the mentoring process to achieve the mentee’s goal(s);</b></p> <ul style="list-style-type: none"> <li>✓ Review the mentee’s progress and achievements;</li> <li>✓ Review alternative support and motivations;</li> <li>✓ Clarify situations and overcome misunderstandings;</li> <li>✓ Support the decision making process</li> </ul> <p><b>Explore the term ‘Business savvy’ and the Entrepreneurial Mindset;</b></p> <ul style="list-style-type: none"> <li>✓ Describe the use of some business planning tools, analytical tools and key business areas.</li> <li>✓ Assist the mentee with using their own and other appropriate networks, supporting building mentee’s own professional networks;</li> <li>✓ Demonstrate knowledge of some aspects of small business operation or knowledge of professionals who are able to assist with these aspects</li> </ul>		
ONLINE			

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