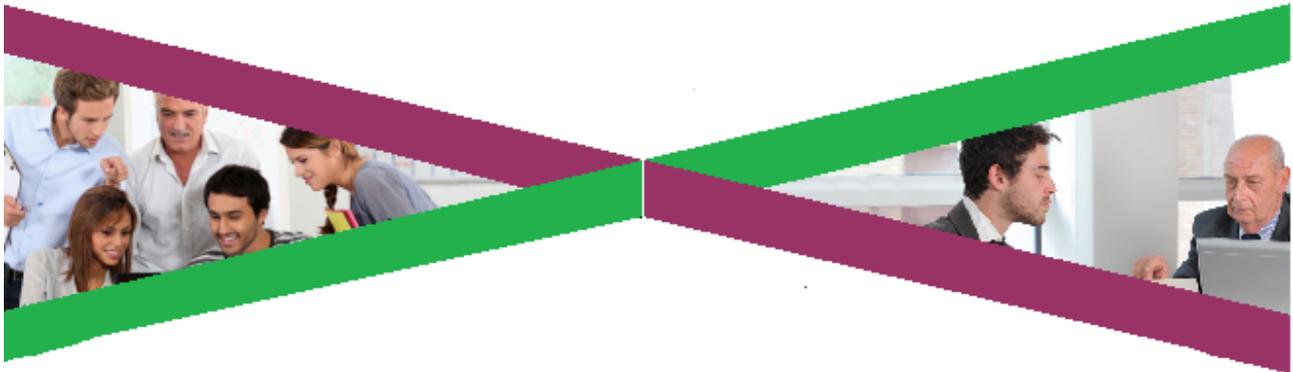




IntGen

Intergeneration Mentoring for Entrepreneurs



IO1-A2

MENTOR TRAINING

DELIVERY PLAN

www.intgen-eu.com



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Course Title: Developing mentoring skills	Module/Unit Title:	Duration & Location & Start Date:
<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. 		
<p>Learning Outcomes:</p> <ol style="list-style-type: none"> 1. Review the role and responsibilities of the mentor; <ul style="list-style-type: none"> ✓ 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; <ul style="list-style-type: none"> ✓ 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); <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 4. 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 5. Reflect on practice and feedback from others; <ul style="list-style-type: none"> ✓ Evaluate own role in the mentoring process ✓ Identify areas for personal development 		
<p>Teaching & Learning activities planned include:</p> <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); ✓ 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

Teaching Staff – 4 x 45 minute sessions

Session Number	Topics to be covered including Active learning ideas	Resources	Assessment
1	Review the role and responsibilities of the mentor; <ul style="list-style-type: none"> ✓ 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 		
ONLINE		Google Survey	
2	Demonstrate some designated coaching techniques and establish trust and confidence with the client; <ul style="list-style-type: none"> ✓ 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 		
ONLINE		Google Survey	
3	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 		
ONLINE	Complete the online Survey	Google Survey	

4	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 		
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

Business Training – 2 x 90 minute sessions			
Session Number	Topics to be covered including Active learning ideas	Resources	Assessment
1	Review the role and responsibilities of the mentor; <ul style="list-style-type: none"> ✓ 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 Demonstrate some designated coaching techniques and establish trust and confidence with the client; <ul style="list-style-type: none"> ✓ 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 		
ONLINE			

2	<p>Plan and manage the mentoring process to achieve the mentee's goal(s);</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 <p>Explore the term 'Business savvy' and the Entrepreneurial Mindset;</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 		
ONLINE			

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