

business mentoring

CODE: BM
DURATION: 1 DAY
CPD HOURS: 7

07

ADVISORY SKILLS

PROGRAMME OVERVIEW

No - it's not the same skill but with a different name. Mentoring is subtly different yet so very useful in all aspects of life. Get an understanding of the skills, key functions and attitudes essential in Mentoring and thereby help small business owners/managers to achieve their personal and business objectives. Get another string to your bow – even if your name isn't Robin!

OBJECTIVES

At the end of the programme you will be able to:

- Clarify the difference between mentoring and other forms of business support activities
- Explore how mentoring facilitates learning
- Identify the key stages in the mentoring relationship
- Agree a mentoring "contract" with clients
- Understand the key competencies required to be an effective mentor

CONTENT

Aims and objectives
Business mentoring – a historical perspective
What is mentoring?
The features of mentoring
The functions of mentoring
The mentoring process
A model of mentoring
The advantages of having a business mentor
The psychology of learning
Learning opportunities
Practical mentoring exercises
The contract
The pitfalls of mentoring
A key element in future business?

"It has helped me to gain a better understanding of the difference between my role as a business adviser and my voluntary work as a mentor"

"An excellent insight into business mentoring"

"Extremely useful - providing a useful toolkit to apply in the workplace"

general features

TARGET AUDIENCE

Basically anybody involved with Business Support whether that be actively involved, involved on the periphery or just interested in becoming involved. Examples include business advisers, consultants, counsellors, mentors, coaches, trainers, network brokers, skills brokers, specialist advisers and intermediaries (e.g. accountants and solicitors). Delegates come from host organisations such as the Business Link network, local Learning & Skills Councils, regional development agencies (RDAs), enterprise agencies, chambers of commerce, training organisations, local authorities, economic development units (EDUs), banks and of course independent practitioners. You are all welcome!

START AND FINISH TIMES

We kick off with the essential tea and coffee (caffeine!!) available from 9.15 for a prompt start at 9.30. Programmes finish around 16.00 to 16.30 but actual times may vary depending on circumstances on the day.

CONTENT

Programmes are designed to be interactive, memorable and enjoyable. Consequently content comprises a mix of presentations, case studies, self assessment, group syndicate exercises, open discussion, videos, role play simulations, live internet feeds, best practice documentation and more. Actual content used varies from programme to programme and depends on the subject concerned. There is no pre-work to do but please let us know your background and if there is anything specific you want to achieve - we'll always do our best to help.

WHAT'S INCLUDED?

All food and refreshments, training materials and Institute certification. We don't build rafts and paddle across rivers so no need for a wetsuit. Just bring yourself!

STANDARDS MAPPING

All of our programmes are closely mapped to the requirements set out in the national occupational standards (SFEDI) for Business Support.

CPD AND CERTIFICATION.

Each full day counts as 7 hours of continual professional development (CPD) which is certificated by the Institute of Business Consulting. Your personalised Institute training certificate is laminated for safe keeping and then sent directly to the person who made the original booking.

ACCREDITATION

Each programme is available as a stand alone item or as a module of "the 5 Star Adviser", our unique Business Adviser development, assessment and accreditation programme (see page 24/25).

PRICING

Members of the Institute of Business Consulting benefit from reduced programme rates. Please see our separate list of dates and venues for details of pricing, discounts and special offers. Prices quoted are exclusive of VAT.