

Focus on...Mentoring

10 Top Tips for Effective Mentoring Sessions

- ✓ **Prepare the mentee before the first meeting**—make sure they are relaxed and understand the purpose of the process
- ✓ **Plan your first meeting in advance**—ensure you are fully prepared and that you are clear on the objective of the session
- ✓ **Invest time in getting to know each other**—share interests, hobbies, preferred way of working for the future
- ✓ **Set the boundaries**—be clear on what the working parameters are and why
- ✓ **Establish a shared goal**—be clear on what you both want to achieve from the relationship
- ✓ **Review the goals at every meeting**—Make sure the goals stay relevant and aligned to business needs
- ✓ **Focus on development for the future**—remember mentoring is about developing the whole person for high performance in the future
- ✓ **Use active listening**—take the time to fully understand the mentees perspective
- ✓ **Avoid imposing solutions**—navigate conversations to enable the mentee to generate and select their own solutions
- ✓ **Celebrate success**—regularly review achievements, provide open and honest feedback and celebrate successes



In the News . . .

A 5 year study at Sun Microsystems (part of Oracle) reveals that there is quantifiable evidence to support the benefits of mentoring for mentees, mentors and their organisations:

Over 5 years mentees were:

- 23% more likely to stay in the organisation
- 40% more likely to get promoted

And over the same period mentors were:

- 20% more likely to stay in the organisation
- 50% more likely to be promoted

As these results show, mentoring has a significant impact on both retention and the development of future capability of the organisation.

Why Mentoring Now?

"Mentoring is the hot topic of the moment" says BLT Managing Director, Kevin Fox. "It's all about developing the capability of individuals to achieve outstanding results without (and here comes the key) the need for organisations to invest in vast amounts of expensive training programmes." As an expert in people development who works around the world, Kevin has seen a noticeable shift in global organisations towards a blended approach to development; "Mentoring is increasingly

being used as a structure on which to hang a variety of employee development activities and this is having a remarkable impact on the performance and motivation of both the mentor and mentee" says Kevin. "What we are seeing now is an important step towards organisations using existing experience and knowledge to accelerate the performance of others". The key is making sure that potential mentors have the right skills to navigate the process effectively.

Do you need to find out more about Mentoring ?

The BLT Mentoring Skills Programme

A highly pragmatic programme to give new and experienced mentors the practical skills that they need to run effective mentoring sessions. Delegates will learn how to:

- ✓ Be an inspiring and competent mentor
- ✓ Recognise and leverage the benefits of formal mentoring
- ✓ Use the mentoring process to accelerate personal development
- ✓ Develop a mutually beneficial mentoring relationship between the mentor and mentee
- ✓ Run a series of effective mentoring sessions to achieve a predefined goal
- ✓ Use advanced communication skills to guide the mentee to self directed learning / achievement
- ✓ Avoid and overcome common barriers to effective mentoring relationships
- ✓ Use mentoring for long term career development

Building your own Mentoring Programme

At Business Linked Teams, we have a significant amount of experience in helping organisations to design and implement their own formal mentoring programmes that accelerate personal development and reduce training related costs. We enable our clients to integrate their new programme with existing performance development systems, to train their mentors to the required levels and to ensure that the programme is delivering the required results over the long term. **If you would like to find out more about the training 'Developing a Formal Mentoring Programme' visit our website www.businesslinkedteams.com.**

To find out more about mentoring for your organisation contact: 00 44 (0) 845 519 0121 or visit our website:

www.businesslinkedteams.com



Do you need a Mentor ?

- *Do you want to accelerate your personal performance ?*
- *Would you like to build your network ?*
- *Do you want to develop your skills ?*
- *Would you benefit from an independent mentor ?*

At BLT we offer one-to-one mentoring sessions for managers and senior executives.

To find out more visit:

www.businesslinkedteams.com