

## MAKING THE MOST OF BEING MENTORED

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**Making the most  
of being Mentored  
Training Course**



**COURSE LENGTH: 0.5 DAYS**

To be an effective mentee, whether it is formal or informal, requires the ability to identify an appropriate mentor while being open to criticism and implementing suggested changes as required.

The PD Training Making the Most of Being Mentored Training course was developed for mentees and ensures that any mentorship program is successful and rewarding by teaching the mentee how to find a mentor, how to build a strong relationship and put the mentor's knowledge to work in a meaningful way. This dynamic training course is available now throughout Australia, including Brisbane, Sydney, Parramatta, Melbourne, Adelaide, Canberra and Perth.

Contact us today for a group quote.

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## MAKING THE MOST OF BEING MENTORED COURSE OUTLINE

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### FOREWORD

As skilled, educated and motivated as you are, learning from someone who knows the ins and outs of your organisation and your industry can be a powerful business asset. But the responsibility to find that person, build a strong relationship, and put your knowledge to work starts with you. Learn how to create and maintain a mutually rewarding mentor/mentee relationship.

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### OUTCOMES

**After completing this course participants will able to:**

- Know why a mentoring relationship is beneficial to the mentee, the mentor, the organisation and even to friends and family
  - Understand the responsibilities of mentees in managing their own personal development and career growth
  - Master the skills needed for fostering successful mentoring partnerships
  - Provide guidance on building and maintaining productive mentoring relationships
  - Identify techniques for maximising results
  - Learn new skills that contribute to the success of the organisation
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### MODULES

#### Lesson 1: The Heart of the Mentoring Relationship

- The Trio Definitions
- The Benefits of Being Mentored
- Mentoring in the Past
- Mentoring Today
- The Trend Continues
- Mentor-Mentee Mutuality
- The Essence of Mentoring
- Realising Potential
- The Mentoring Commitment
- Part Summary

#### Lesson 2: The Proactive Mentee

- The Proactive Mentee
- The Mentee as Collaborator
- Inviting a Mentor to Collaborate
- Managing Your Own Development
- Our Own Motivation & Sense of Self-Determination
- The Value of Being an Active Learner
- Making a Habit of Lifelong Learning
- Creating a Flexible Life Plan
- Shifting Your Mental Context
- Staying Flexible
- Part Summary

#### Lesson 3: Seven Critical Mentee Skills

- Identifying Effective Mentee Skills
- Skill 1: Ask Productive Questions
- Skill 2: Develop Triple-Level Listening Skills

#### Lesson 4: Building a Productive Relationship

- Build a Productive Relationship
- Form the Mentoring Relationship
- Create Guiding Principles

- Skill 3: Use Trust as Your Glue
- Skill 4: Overcome the Awe Factor
- Skill 5: Resolve or Manage Differences
- Skill 6: Capture the Gifts of Learning
- Skill 7: Internalise the Learning
- Part Summary

- Establish Procedures for Meetings
- The Spectrum of Mentor & Mentee Interactions
- The Evolution of the Partnership
- Types of Mentoring Relationships
- Align Expectations
- Giving Back: Balancing the Relationship
- The Emergent Property: Synergy
- Part Summary

### **Lesson 5: Fine Tuning & Transitioning the Mentoring Relationship**

- Creating Balance in Your Life
- Identifying and Using Learning Styles
- Workplace Diversity: Gaining a New Perspective
- Embracing Change
- Overcoming Inertia in the Organisation
- Transitioning / Ending the Relationship
- Part Summary

### **Lesson 6: Conclusion**

- Course review
- Planning engagement with your mentor
- Post Course assessment if required

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## **WEB LINKS**

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- [View this course online](#)
- [In-house Training Instant Quote](#)