

CEHD Staff CoP MAPS Resources

Training Resources for Mentors

Course	Recommended Training Timeline	Course Duration	Course Outline
<u>Being a Good Mentor</u>	To watch prior to first meeting and prior to second meeting	60 Minutes	<ol style="list-style-type: none"> 1. Introduction 2. Getting to Know Your Protege 3. Developing Your Protégé’s Skills 4. Overcoming Obstacles 5. Conclusion
<u>Giving and Receiving Feedback</u>	To watch prior to third meeting	48 Minutes	<ol style="list-style-type: none"> 1. Introduction 2. Experience of Feedback 3. Receiving Feedback Well 4. Giving Feedback Effectively 5. Conclusion
<u>How to Effectively Deliver Criticism</u>	Additional resource as needed	13 Minutes	<ol style="list-style-type: none"> 1. Introduction 2. Start with the Positive 3. Share your Motivator 4. Communicating the Problem 5. Summary
<u>Coaching Employees through Difficult Situations</u>	Additional resource as needed	47 Minutes	<ol style="list-style-type: none"> 1. Introduction 2. Foundations for successful coaching 3. Situational Scenarios 4. Attitudinal Scenarios 5. Behavioral scenarios 6. Ongoing coaching 7. Conclusion

Training Resources for Mentees

Course	Recommended Training Timeline	Course Duration	Training Outline
<u>Being a Good Mentee</u>	To watch prior to first meeting	55 Minutes	<ol style="list-style-type: none"> 1. Introduction 2. How You can be a Successful Mentee 3. How to Connect with Mentors 4. Establishing and Developing Your Mentoring Relationship 5. Diverse Mentoring Relationships 6. Conclusion
<u>How to Develop your Career Plan</u>	To watch prior to second meeting	24 Minutes	<ol style="list-style-type: none"> 1. Introduction 2. What is a Career Plan 3. Create Your Career Plan 4. Create a Personal Development Plan 5. Mentor 6. Summary
<u>Giving and Receiving Feedback</u>	To watch prior to third meeting	48 Minutes	<ol style="list-style-type: none"> 6. Introduction 7. Experience of Feedback 8. Receiving feedback well 9. Giving feedback effectively 10. Conclusion
<u>How to Effectively Deliver Criticism</u>	Additional resource as needed	13 Minutes	<ol style="list-style-type: none"> 6. Introduction 7. Start with the Positive 8. Share your Motivator 9. Communicating the Problem 10. Summary