

## MAKING THE MOST OF BEING MENTORED

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



**COURSE LENGTH: 0.5 DAYS**

(the training course for Mentees)

This training course for mentees ensures that any mentorship program is successful and rewarding by teaching the mentee to find a mentor, build a strong relationship and put the mentor's knowledge to work.

This dynamic training course is available now throughout Hong Kong, including Central.

This Making the most of being Mentored training course can be delivered at your premises by one of our expert local or international trainers or live online using our HIVE technology.

Contact us today for a 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 organization 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

- Know why a mentoring relationship is beneficial to the mentee, the mentor, the organization 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 maximizing results
  - Learn new skills that contribute to the success of the organization
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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
- Realizing 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
- Skill 3: Use Trust as Your Glue
- Skill 4: Overcome the Awe Factor

#### Lesson 4: Building a Productive Relationship

- Build a Productive Relationship
- Form the Mentoring Relationship
- Create Guiding Principles
- Establish Procedures for Meetings

- Skill 5: Resolve or Manage Differences
- Skill 6: Capture the Gifts of Learning
- Skill 7: Internalize the Learning
- Part Summary

- 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 Organization
- 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](#)