The Mentoring Manual Your Step By Step Guide To Being A Better Mentor

Are you looking for ideas, advice and guidance to make you an effective Learning Mentor? This practical book is designed to help those new to the Learning Mentor role avoid common pitfalls, and to help those with more experience to develop their skills. Written by an expert practitioner, the book includes: - step-by-step advice on how to be a good Learning Mentor - guidance on working with school management teams, teachers and parents - advice on how to provide effective student support - case studies to illustrate best practice - suggested strategies for monitoring and evaluating interventions - templates to use and adapt - substantial electronic resource materials available from the SAGE website to use with the book. An inspiring read for all primary and secondary Learning Mentors and trainee Learning Mentors, this book is relevant to anyone involved with student support and pastoral care. Stephanie George is a teacher and manager of the Learning Support Unit at Plashet School, East London where she is responsible for the training of learning mentors.

This is a fully revised and updated second edition of the successful Techniques for Coaching and Mentoring, also incorporating the best bits of its sister text Further Techniques for Coaching and Mentoring. The book presents a comprehensive and critical overview of the wide range of tools and techniques available to coaches and mentors. With a strong academic underpinning, it explores a wide range of approaches, and provides techniques both for use with clients and to support professional development of the coach or mentor. Key features include: Easy-to-use resources and techniques for one-to-one coaching; Case studies throughout the text, helping to put theory into practice; An overview of different theoretical approaches; A dedicated section on ‘themes for the coach’ discussing coaching across cultures, evaluating your coaching and looking after yourself as a coach; and Downloadable worksheets for each technique. Techniques for Coaching and Mentoring 2nd Edition is an invaluable resource for professional coaches and mentors looking to enhance their practice, and for students of coaching and mentoring.

The first UK book to address coaching psychology as a discipline, The Psychology of Coaching, Mentoring and Learning provides a thorough understanding of the rationale, theory and practice of coaching and mentoring from a psychological perspective. Ho Law, Sara Ireland and Zulfi Hussain unify the psychology underpinning this diverse and expanding field, then demonstrate how both individuals and organisations can easily apply the principles and techniques of coaching and mentoring. A wide range of tools and exercises are provided to implement the techniques described. Everyone has the potential to be a brilliant coach Coaching at work can be hugely powerful, helping individuals and companies achieve their goals. It's fast becoming the must-have leadership skill and here’s how you can have it too.
Brilliant Coaching shows how anyone can be a brilliant coach at work. Based on methods specifically developed and proven in business, you'll discover what it takes to be a coach, how to use the core coaching methods and how to apply these to common coaching scenarios. With Brilliant Coaching you'll unlock your own unique coaching ability and reap the rewards in no time at all!

Mentors are people who make a significant difference to the lives of others, lifting them out of being ordinary and leading them to an almost magical transformation. This book is a comprehensive guide to the intricate world of mentoring in organizational settings. Based on the author’s pioneering research and wide-ranging practice, this book unravels the entire mentoring process, from building the mentor-mentee relationship to the precautions that need to be taken and the ways in which organizational goals can be attained. He also discusses: – The skills of a good mentor – How the mentor’s mind works, and the values and attitudes she/he must have – The mentor’s code of ethics – How to handle tricky situations relating to power, authority, and gender issues – How to set up a successful mentoring scheme in an organization Enriched with actual cases and the experiences of people undergoing mentoring, this book is a powerful tool for understanding and practice.

This bestselling textbook introduces the theories, evidence and research that define supervision, mentoring, learning and student assessment in healthcare today.

The United States is abundantly rich in adults with "know how." By connecting mentors -- educated adults with expertise and knowledge -- with mentees -- teens and young adults who lack motivation, experience, and role models in their lives -- we can begin to close this gap dramatically. We can prepare the next generation for the jobs of tomorrow by adding real-world, project based experience to their education. Teach to Work is a call to action for mentors currently sitting on the sidelines. Whether you are a banker, lawyer, architect, accountant, engineer, IT specialist, or artist, you have the experience and skillset to become an ambassador of talent, grit, and transferable skills. The book provides a step-by-step guide to help professionals share their knowledge with the next generation of workers through this intergenerational experience. Based on Alper’s fifteen years of mentoring inner-city high-school students, Teach to Work proves how corporations, professionals, and boomers can have a significant impact on the professional future of America’s youth. Drawing from real-life stories and letters received from students, teachers, and fellow mentors describing pride of accomplishment, Alper helps professionals embark on this journey to transform lives, mentoring one student at a time. Shows how to design and manage a mentoring scheme, how to prepare to be a mentor, how to conduct mentoring sessions, how to maintain a relationship through the different stages and how to evaluate mentoring.

Building and Sustaining a Coaching Culture is the ideal book for everyone who is passionate about coaching and who has an interest in
creating an environment that supports learning and growth. Easy to navigate and logically structured, topics include the current understanding of coaching culture in organisations, coaching and mentoring culture strategy, making effective use of external coaches, formal and informal mentoring, developing and supporting internal coaches and mentors, team coaching, cross-cultural marketing coaching and cross-cultural issues. This edition of Building and Sustaining a Coaching Culture is a fully revised version of the seminal book Making Coaching Work: Creating a Coaching Culture. It analyses what has changed in the field of coaching culture and provides update on new knowledge and experience. A wide variety of international case studies and engaging tools such as chapter overviews, templates, and reflective questions will take you clearly through the development and implementation of a successful and integrated training culture. Whether you are an HR Manager looking to maximise the positive impact of coaching in your organisation, a business leader wanting to facilitate growth, or a consultant or coach seeking to place your work in the relevant organisational context, you will be shown how to implement an effective coaching and mentoring strategy that meets your needs.

Basic guide to mentoring in business. Examines a variety of mentoring schemes through case studies and examples. Widely recognised as a leading practical handbook on coaching, The Coaching Manual combines an understanding of coaching principles, skills, attitudes and behaviours, along with practical guidance and a comprehensive tool kit for coaches. The Coaching Manual demystifies the full coaching process, from first step to final meeting. This is the complete guide to coaching and includes: models, perspectives, skills, case studies, tips and advice.

Thoughtful and rich with advice, The Mentor's Guide explores the critical process of mentoring and presents practical tools for facilitating the experience from beginning to end. Now managers, teachers, and leaders from any career, professional, or educational setting can successfully navigate the learning journey by using the hands-on worksheets and exercises in this unique resource. Readers will learn how to: Assess their readiness to become a mentor Establish the relationship Set appropriate goals Monitor progress and achievement Avoid common pitfalls Bring the relationship to a natural conclusion "The greatest gift one can give, other than love, is to help another learn! Every leader who cares about nurturing talent and facilitating excellence will find this book a joy to read and a jewel to share." --Chip R. Bell, author of Managers as Mentors

Understand what mentoring really is and how to do it well The Mentoring Manual is based on methods developed - and proven - in business, this highly practical book will show you how mentoring works, take you step-by-step through everything you need to know and do, and show you how both parties can get the best from the relationship. Get the most from mentoring: help your mentee, develop your skills and make a positive difference.

The Mentoring Guide is the go-to resource for mentors and mentees. Written by authors with decades of experience in both roles, it compiles a wide array of stories and data providing concrete, actionable advice to make the most of any mentoring relationship. From getting started as a mentee, to the importance of being a standout mentor, The Mentoring Guide will help avoid pitfalls, address challenges, and develop longlasting, productive, and successful mentoring relationships.

"There are excellent chapters on how to train and develop coaching and mentoring skills and on practical ethics...This is a superb book and an excellent resource for existing mentors and coaches. It will also be a valuable introduction for potential clients – and is likely to encourage them to become coaches and mentors in their own right." The British Journal of Psychiatry “This engaging, comprehensive and practical book explains how to get the most out of coaching and mentoring. The authors identify the key principles of effective practice and make the
text come alive through frequent use of interactive case material. It is a sound resource for those already engaged in, or thinking about, coaching and mentoring." Dr Gerard Egan, Professor Emeritus, Loyola University, Chicago, USA. "In the burgeoning field of coaching, Mary Connor and Julia Pokora have provided a very readable and accessible book that anyone who is thinking of becoming a coach or mentor should read. It provides very clear frameworks, tools and questions that can help a person decide whether this is the right direction for them and how to go about developing the competences, capabilities and capacities necessary." Dr Peter Hawkins, Chairman of Bath Consultancy Group, UK and leading author and expert on coaching supervision. "In all this is a thought provoking, well tested book of value to practitioners and trainers alike. For those who have not read deeply about Egan's model, it offers the best summary I know of the richness of this framework and the use of it in a 1:1 learning relationship." International Journal of Mentoring and Coaching Coaching and mentoring are now mainstream activities in organizations. This unique book focuses on the common ground between coaching and mentoring, offering nine key principles for effective practice. It answers questions asked not only by coaches and mentors but also by clients, including: How can I be an effective coach or mentor? How can I be an effective client? What are some useful tools and techniques? How can I train and develop as a coach or mentor? What are the ethical issues in coaching and mentoring? How is a coaching or mentoring culture developed at work? Coaching and Mentoring at Work is essential reading for coaches, mentors, clients, managers, leaders, professionals, HR specialists, trainers, consultants and students. The book will help you to: Improve your skills Use a tried and tested framework Enhance working relationships Learn from practical exercises Develop as a coach, mentor or client Lead and manage effectively

As a 30- year acting veteran and theater arts instructor, Theresa Layne has spent countless hours sharing her knowledge with new actors. Now, she has finally written down everything she knows about how to get acting jobs without wasting time and money. Learn how to: * Find the best acting classes * Take a winning headshot without busting your budget * Format an actor resume and cover letter * Network online for film and theater jobs * Produce a showcase * Set up an in home studio, teleprompter, and video audition * Write, film, and edit short Vine and YouTube videos * Create a winning demo reel * Get an agent * Contact film producers and casting directors in pre-production in your area BONUS Ten Steps to Success Checklist

Discover how you can identify, explore, and experience your dream job, and figure out if it's what you really want before taking the dive. Author Brian Kurth, founder of VocationVacations, offers professional, personal and financial perspectives on how to transition into a new career and turn your dream job into a reality without risking your current job or jeopardizing your financial stability. By following this practical and encouraging self-discovery guide, you will gain a better understanding of who you are now; what fulfills you both personally and professionally; how to get from Point A to Point B on the road to your dream job; or perhaps satisfy your curiosity and gain a deeper appreciation for where you are now in your life and your career. Brian Kurth is a sought-after expert on how to pursue and attain one's dream job. He has shared his wit and wisdom in appearances on NBC's TODAY Show, CNN, and FOX News, and has been featured in articles in the New York Times, the Wall Street Journal, and Fortune Magazine. Many more regularly turn to Brian for his comments, advice and insights. A native of Madison, Wisconsin, Kurth lives in Portland, Oregon. There has been a paradigm shift as to how professional knowledge is passed on. It no longer happens naturally through
traditional corporate grooming and succession rituals. With less time, lower budgets, and more uncertainty, traditional mentorship models don't work in today's economy. The recent dramatic upheaval in the professional landscape has radically altered how 21st century professionals can most effectively cultivate career success. Creative Mentorship brings the most advanced mentoring methods out of the Fortune 500 boardroom and into your classroom, conference room, or even your living room, giving everyone access to groundbreaking and innovative mentoring methods utilized by today's most powerful and influential professionals. Mary Pender Greene draws upon more than 20 years of experience as a therapist, career coach, and successful executive to codify her personal system for career development, the Virtual Personal Board of Directors (VPBOD). Creative Mentorship features engaging exercises and worksheets as well as practical methods and strategies that will transform the way you approach career development. Creative Mentorship guides you, step-by-step, through the process of building your own Virtual Personal Board of Directors. Creative Mentorship will show you how to select specialized mentors who will accompany and assist you on your path to career success. A toolbox of tactics, strategies, and rules of engagement will ensure that you fully assimilate the VPBOD networking strategy, learn how to best leverage its innovative tactics, and ultimately integrate this revolutionary mentoring methodology into every aspect of your professional life. Creative Mentorship will enable you to achieve your most ambitious dreams and make your ultimate professional goals a reality.

In this time of downsizing, layoffs, buyouts and mergers, managers are faced with the unique challenges of boosting employee morale, mentoring and team-building and being more than just a boss and more like a coach to employees. Over the last 15 years, Coaching and Mentoring has become the go-to guide for anyone looking to develop their coaching and mentoring skills at individual, team or organizational level. Clear and accessible, it uses practical tools and best practice to demonstrate how to relate theoretical models to specific situations to gain real benefits. It provides strategies that can be applied to any situation, including life coaching, business coaching and community mentoring. Now in its 3rd edition, Coaching and Mentoring has been fully updated to cover the latest thinking and developments in this area including extended coverage of coaching supervision. There is also now a brand new section on practical applications of coaching and mentoring for organizations which includes advice on how to align coaching and mentoring strategies to overall business goals and how to provide evidence for its transformational impact on employee performance. Full of practical advice, case studies and examples, this comprehensive guide will be of value to everyone involved in any aspect coaching and mentoring.

Women in all seasons of life can feel alone, longing for encouragement, guidance, and wisdom from someone who has been there before. They would value the wealth of knowledge and wisdom from older women’s experiences, but often
these women don’t feel equipped to offer help. This book is a starting place, meant to be a springboard for mentoring discussions between older and younger women, setting the biblical basis for mentoring from Titus 2 before outlining 11 lessons that guide their time together. Each lesson focuses on a topic such as God’s word, prayer, contentment, temptation, and church, with activities for before, during, and after the mentoring session. Younger and older women will grow together as they use these lessons to walk through life together.

Reach New Heights as a Mentor Broaden people’s perspectives. Sustain momentum for development. Drive significant career growth. It doesn’t take a workplace superhero to accomplish all of this. You can do it—when you become a masterful mentor. While mentoring resources typically center on the mentee or the program, 10 Steps to Successful Mentoring is devoted explicitly to helping you excel in the role of mentor. In this book, Wendy Axelrod helps you stretch your mentoring abilities to yield substantial rewards for you and your mentee. Drawing on more than 20 years of work with mentors, she delves into proven approaches to use in your ongoing meetings, such as elevating the power of questions, leveraging experience for learning, and expanding growth using everyday psychology. Come away inspired to take on a fresh challenge. Whether mentoring is a calling or a choice, you’re new to it or a seasoned veteran, or you’re in a formal program or on your own, 10 Steps to Successful Mentoring is the resource you’ll return to again and again. It’s filled with real-life examples and 40 tools to help you master the nuances that drive deliberate development. Woven throughout are Wendy’s seven guiding principles that distinguish the most successful mentors (hint: “Start where your mentee is, not where you think they should be”). Become the best possible mentor, and deliver memorable experiences to your mentees and create a lasting legacy for yourself.

How to be a Brilliant Mentor offers clear guidelines to enhance your mentoring, helping you to analyse your own practice and understand the complex and often ambiguous role of the mentor in school. Considering why you might become a mentor and what you can gain from the experience, it provides practical strategies and direct problem-solving to help you move promising trainees quickly beyond mere competence. It explores: collaborative working giving effective feedback emotional intelligence and developing and maintaining relationships dealing with critical incidents developing reflective practice what to do if relationships break down the relationship between coaching and mentoring newly qualified teachers as well as trainees. Illustrated with the experiences of real trainees, How to be a Brilliant Mentor can be dipped into for innovative mentoring ideas or read from cover-to-cover as a short enjoyable course which will give you added confidence in your mentoring role. The book is a companion to How to be a Brilliant Trainee Teacher, also by Trevor Wright.

PRAISE FOR THE MENTEE’S GUIDE "The Mentee’s Guide inspires and guides the potential mentee, provides new
insights for the adventure in learning that lies ahead, and underscores my personal belief and experience that mentoring is circular. The mentor gains as much as the mentee in this evocative relationship. Lois Zachary’s new book is a great gift." —Frances Hesselbein, chairman and founding president, Leader to Leader Institute "Whether you are the mentee or mentor, born or made for the role, you will gain much more from the relationship by practicing the fun and easy A-to-Z principles of The Mentee's Guide by the master of excellence, Lois Zachary." —Ken Shelton, editor, Leadership Excellence "With this deeply practical book filled with stories and useful exercises, Lois Zachary completes her groundbreaking trilogy on mentoring. Must-reading for those in search of a richer understanding of this deeply human relationship as well as anyone seeking a mentor, whether for new skills, job advancement, or deeper wisdom." —Laurent A. Parks Daloz, senior fellow, the Whidbey Institute, and author, Mentor: Guiding the Journey of Adult Learners Business Coaching & Mentoring For Dummies, 2nd Edition is aimed primarily at business owners and leaders who want effective personal and business led strategies to enable them to coach and mentor other colleagues, and to enhance their chances of success in business and more generally. The book can also help business coaches/ mentors who are new to the industry (and prospective coaches and mentors) and are interested in understanding the process of business coaching and mentoring. Beyond the Book: Eight bonus videos will be hosted at Dummies.com that will help readers master coaching and mentoring concepts and techniques covered in the book. The video content connected to the book will be designed to stand its own as free content that upsells to the book, attracting potential new book buyers from the web.

As a mentor you must be many things: role model, expert, advocate, cheerleader, enforcer and friend. Plus you must make a positive, lasting difference to the knowledge, skills and prospects of your mentee. So, being a mentor is a big responsibility. But with The Mentoring Manual, getting it right is easy. Based on methods developed - and proven – in business, this highly practical book will show you how mentoring works, take you step-by-step through everything you need to know and do, and show you how both parties can get the best from the relationship. · Understand what mentoring really is and how to do it well · Feel fully confident in your ability to be a great mentor · Develop key skills like listening, collaboration and coaching · Help your mentee feel more knowledgeable, confident and valued · Pass on your skills, experience and expertise to colleagues and contacts Get the most from mentoring: help your mentee, develop your skills and make a positive difference “A breath of fresh air compared with many books on coaching and mentoring. The process of mentoring and the potential pitfalls are presented in a clear and challenging way.” David Megginson, Emeritus Professor of HRD, Sheffield Hallam University “A clear, pragmatic and accessible guide for mentors.” Professor David Clutterbuck, author, speaker, and co-founder of the European Mentoring and Coaching Council Author Arlene Karian opens the door to success for millions of parents now – and in the future. In "Mentoring Your Child To Win: The 7 Breakthrough Keys How A Single Former Welfare Mom Raised A Multi-Millionaire Kid", Arlene – “The Parenting Mentor” – provides you with a proven plan she created for herself and is now available to all who shape a child's consciousness.Easy and
enjoyable to follow, parents will find the tools to create a bond with their children in an exciting new way. Recently validated by science, Arlene’s system will open a whole new world of possibilities, empowering you to raise extraordinary children and also uplift you and your entire life in the process. The simple secret: Arlene became a mentor to her son by following a simple original system. Now you can use Arlene's "Road Map to 21st Century Parenting" system to help your children avoid negative outside influences and achieve great things, so they become what they were meant to become. In "Mentoring Your Child To Win: The 7 Breakthrough Keys How A Single Former Welfare Mom Raised A Multi-Millionaire Kid," you'll discover:• The 7 Keys to 21st Century Parenting• The 3 Scientific Research Secrets about Parenting• How To Mentor Your Child to Excel• How to Raise an Extraordinary Child• How To Get Your Kid To Say 'No' to Outside Influences• Plus a lot more detailed, step-by-step guidance, inspiration, and help for parents and guardians to modernize parenting with a new breakthrough approach to interface with these troubled times.In addition, the book reveals:• Detoxing Your Mind: An Innovative Way to De-stress• How To Effortlessly Organize Your Day• Keeping The Love Alive In Spite Of Dishes, Laundry and Texting"Mentoring is the new way," Arlene says. "I raised my son to excel while on welfare. It's because I blended parenting with mentoring that my son became so extraordinary, successful, and a living role model of my work. Helping all parents bring out the best in their children, whatever that might be, is now my passion." Arlene believes that true wealth comes from the wisdom of the one who is shaping a child's life. Her book will guide you on an incredible new journey toward that end. Mentoring Your Child To Win: The 7 Breakthrough Keys – How A Single, Former Welfare Mom Raised A Multi-Millionaire Kid brings solutions for parenting in the 21st Century. Despite the interest and pervasiveness of mentoring there has been little attention devoted to professionalizing mentoring for program managers in learning organizations, especially post-secondary institutions, and there are scant resources available for mentoring coordinators. This book fills that gap. Drawing on research on mentoring and coaching in psychology, education and organizations, this guide translates research into practice by helping program administrators learn more about the behaviors of mentoring, stages of mentoring relationships, elements of high quality relationships, and recognizing and avoiding dysfunctional ones. The book includes diagnostic surveys and case studies that coordinators might use in their programs and makes an important contribution to the literature on mentoring, providing a practical, up-to-date resource for those working in the field on how to set up, run, and evaluate their mentoring programs. The Leader’s Guide to Coaching & Mentoring is a highly practical handbook that helps managers get the most out of their people. It includes grounded advice on the practicalities of both coaching and mentoring – such as how to structure a session – as well as core content on: • The skills required for coaching and mentoring, including listening, questioning, observing body language, challenging and affirming • The established processes for coaching and mentoring, such as GROW, relational coaching, reverse mentoring and solution-focused coaching • The scenarios in which coaching and mentoring skills are particularly appropriate, for example, coaching under-performers, coaching star performers and coaching for career development There is also a handy section on the 10 pitfalls to avoid when coaching or mentoring. Written in the no-nonsense and engaging style of the other
Leader’s Guide books, this is the best tool on the market for managers wanting to coach their people to optimum performance. 'In this hands-on book, Mike and Fiona highlight the real difference between conventional management and effective leadership: management is a profession, while coaching is much wider; it encourages social interaction and a focus on human relationships at work. That's what new generations expect and respect.' Laurent Choain, Chief People & Communication Officer, Mazars Group

'It's not always easy for managers to recognise what real coaching is, let alone its value. This book makes a compelling case for the Manager as Coach and contains real, usable examples of how to go about it.' Ian Johnston, Chief Executive, Dubai Financial Services Authority

A state-of-the-art reference, drawing on key contemporary research to provide an in-depth, international, and competencies-based approach to the psychology of coaching and mentoring. Puts cutting-edge evidence at the fingertips of organizational psychology practitioners who need it most, but who do not always have the time or resources to keep up with scholarly research. Thematic chapters cover theoretical models, efficacy, ethics, training, the influence of emerging fields such as neuroscience and mindfulness, virtual coaching and mentoring and more. Contributors include Anthony Grant, David Clutterbuck, Susan David, Robert Garvey, Stephen Palmer, Reinhard Stelter, Robert Lee, David Lane, Tatiana Bachkirova and Carol Kauffman. With a Foreword by Sir John Whitmore

Adult volunteers try to do their part by mentoring young people in need, but ample empirical research shows that their efforts rarely pay off. Psychologist Jean Rhodes offers evidence-based suggestions for better mentorship. Above all, she argues, mentors should focus on building rapport while also teaching useful skills.

Every manager and leader has the potential to be a brilliant coach. Great coaching increase people's engagement, learning and performance. Coaching is the must-have leadership skill that helps you get the best from your team, and Brilliant Coaching shows how you can have it too. By adopting methods specifically developed and proven in business, you'll discover what it takes to be a leader or manager who can coach, and apply simple coaching principle in everyday scenarios. With Brilliant Coaching you'll unlock your inner coaching ability and reap the visibly rewards quickly.

· Feel confident in your ability to be a great coach
· Put core coaching skills into action
· Increase performance in your workplace

'Extremely effective tips on coaching principles backed up by true-to-life examples and exercises throughout. A “brilliant” tool for success.' Stephen R. Covey, author of The 7 Habits of Highly Effective People

Today, even more British and European companies believe in mentoring, and their experiences clearly reveal its potential as a rapid and cost-effective method of management development. David Clutterbuck examines the benefits of mentoring for both individuals and the company, and shows how it can play a crucial role in fostering talent at work.

The Mentoring Manual Your Step by Step Guide to Being a Better Mentor

This book presents an evidence-based best practice approach to the design, development, and operation of formal
mentoring programs within organizations. The book includes practical tools and resources that organizations can use, such as training exercises, sample employee development plans, and mentoring contracts. Case studies from organizations with successful mentoring programs help illustrate various principles and best practice strategies suggested in the book. A start-to-finish guide that can be used by management, employee development professionals, and formal mentoring program administrators is also included.

Breakthrough Knowledge Transfer Techniques for Every Professional! No matter where you work there are people with experience teaching people who need to learn. Everyone is part of this exchange yet few people know how to do it well. Now, there’s a comprehensive how-to manual for effective knowledge transfer: Teach What You Know. Steve Trautman introduces simple, practical mentoring techniques he created for engineers at Microsoft, and has proven in many diverse organizations ranging from Nike to Boeing. This is real-world, get-it done advice, organized into a framework you can use no matter what you need to teach. Trautman provides common-sense tools to successfully pass along years or even decades of experiences: easy-to-use checklists, sample training plans, lists of questions, step-by-step procedures, and a start-to-finish case study. Teach What You Know will help you orient new employees, support transitions to new assignments and promotions, prepare for employee retirements, build teams, roll out new technologies, and even move forward after reorganizations and mergers.

Mentoring is a rewarding experience. You will play an active and invaluable part in the development of another person and further your own career at the same time. This concise book will take you step-by-step through the process and show you: - How to become an effective mentor - What qualities, methods and processes are required - How to prepare yourself and the mentee - How to avoid the common pitfalls Whichever sector you work in, this extremely practical book will clarify the whole mentoring process from start to finish, and support you every step of the way. REVIEWS: "As a ready reference guide this publication fits the bill...it provides a clear and concise text. I particularly liked the mentoring scenarios which give a flavour of the types of issues that may arrive." Training Journal" AUTHOR BIOG: David Kay is a Human Resources professional with extensive experience in training and development in industry, the National Health Service and the Civil Service. Roger Hinds is a Chartered Management Accountant who has worked both in industry and the public service and has introduced several mentoring schemes. Together they have designed and developed mentoring workshops for both mentors and mentees in various organisations and have helped numerous directors and managers to devise training strategies in this area. 'Mentoring is about one person helping another to achieve something.' CONTENTS: Preface 1. The Nature and Scope of Mentoring 2. Helping People to Progress 3. Mentoring and Who Can Do It 4. Matching Mentors with Mentees 5. Preparing Yourself for the Role 6. Establishing the Mentoring
The bestselling co-author of the legendary The One Minute Manager® and a former Twitter executive join forces to create the ultimate guide to creating powerful mentoring relationships. While most people agree that having a mentor is a good thing, they don’t know how to find one or use one. And despite widespread approval for the idea of being a mentor, most people don’t think they have the time or skills to do so. Positive mentoring relationships can change the way we lead and help us succeed. In One Minute Mentoring, legendary management guru Ken Blanchard and Claire Diaz-Ortiz, a former Twitter executive and early employee, combine their knowledge to provide a systematic approach to intergenerational mentoring, giving readers great insight into the power and influence of mentoring and encouraging them to pursue their own mentoring relationships. Using his classic parable format, Blanchard explains why developing effective communication and relationships across generations can be a tremendous opportunity for companies and individuals alike. One Minute Mentoring is the go-to source for learning why mentoring is the secret ingredient to professional and personal success.

Mentoring is used in a wide range of situations in education: to assist learning; to help weaker students or those with specific learning needs or difficulties; to develop community or business links; to aid the inclusion of pupils otherwise at risk of exclusion; to develop ethnic links; to enable students to benefit from the support of their peers, to name but a few. The development and proliferation of mentoring and mentoring schemes in education over the last few years has been dramatic, and presents teachers, school managers and leaders, as well as mentors themselves with a challenge. This book presents all mentors plus anyone working with young people with an invaluable guide to approaches to mentoring today. It looks at mentoring as a concept, at what mentoring is, how it is done well and how it can be made more effective. Written by a leading expert on mentoring, this practical and relevant handbook is backed up throughout by inspiring and relevant case studies and examples from schools and schemes internationally.

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