



CareerWise Colorado

Tomorrow's Talent Today

The Coach

Mentoring the Apprentice to Success

2017 Participant Guide

Thank you for attending today's training! This participant guide will be used throughout the day to work through specific exercises as well as provide a place for you to jot down notes and thoughts as we discuss workplace mentoring of the apprenticeship.

Following today's session, the slides will be mailed out for your reference. Let's get started!

What is Mentoring?

A discussion process aimed at exerting a positive influence in the motivation and development of another where a partnership is built for continuous self-improvement.

List 3 events when you think mentoring could help someone at work

If you have had a mentor, or were to mentor you – what 3 attributes would be most important?

STEP 1 – Be Supportive

My Best Boss...

STEP 2 – Focus the Discussion

Tyler is venting about a co-worker “not pulling their weight” so his supervisor gives him more work and more complicated work. Tyler feels like his own development is falling behind because he has so many assignments.

– How will you focus this conversation? How will you be supportive?

STEP 3 – Establish Impact

List 3 questions you would ask Tyler to establish the impact of the situation on the company, his career, his co-workers...

- 1.
- 2.
- 3.

STEP 4 – Make a plan

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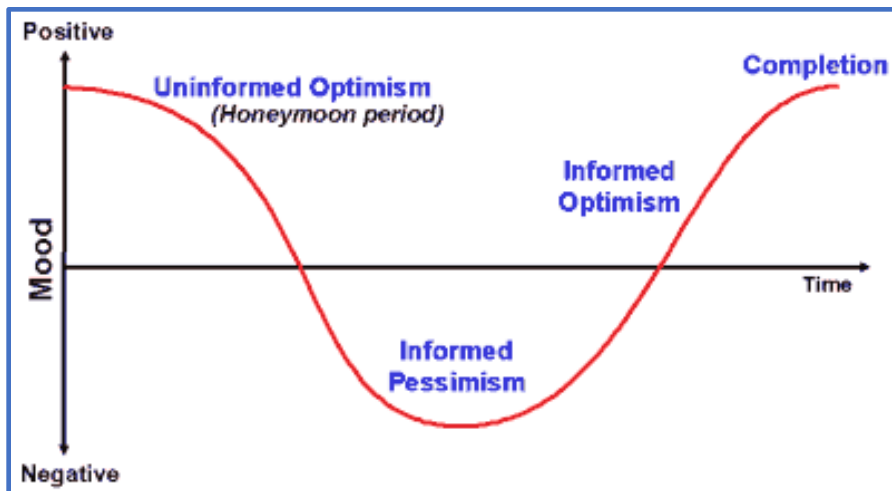
STEP 5 – Confirm Commitment

Back to Tyler: How will you encourage and support ownership?

STEP 6 – Confront Excuses

What excuses might you expect from Tyler?

STEP 7 – Discuss Outcomes



What might you say in each phase?

- ✓ Uninformed optimism
- ✓ Informed pessimism
- ✓ Informed optimism
- ✓ Completion

STEP 8 – Persevere

What is the most memorable thing someone has said to you when you have felt like giving up or did not have confidence in your abilities?

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ESTABLISHING BOUNDARIES

Work issues I expect to encounter	Personal issues I expect to encounter

“Do not train a person to learn by force or harshness; but direct them to it by what amuses their minds, so that you may be better able to discover with accuracy the peculiar bent of the genius of each individual.”