

## Mentoring Skills Training

**Please note this is not a public meeting but a development session for Wiltshire Councillors**

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<b>Date(s)</b>	Monday 15 November 2010
<b>Time(s):</b>	from 9.15 am
<b>Venue(s):</b>	Taunton Rugby Club, Hyde Park, Hyde Lane, Taunton TA2 8BU

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### Brief description

#### **Mentoring Skills Training**

Understand the scope, boundaries, purpose and role of being a mentor, develop and practice the core skills of facilitating learning as a mentor and a consistent approach for the programme

**Date:** Monday 15 November 2010

**Time:** 9.15 am to 4.30 pm

**Venue:** Taunton Rugby Club

**Number of attendees:** 15

**This session may be of particular interest for:** those councillors interested in being a mentor

**Trainer / Course provider:** Peter Taylor 07711820800

### Programme

Please see supporting documents.

### Please note

1. Different venues, times and days are proposed when possible to enable as many councillors to attend but we do have to use the one(s) with the most possible attendees.

2. Following a development session the information, if possible, will be made available on the Councillor Development Area on the Intranet.
3. If you are not able to attend a session that you were very interested in and the information cannot be made available on line it may be possible to organise a one-to-one with a relevant officer or a personal development session; if you are interested please contact Marie Gondlach (details below).
4. Pre-booking is essential. If you do not book 3 working days in advance, catering (if applicable) cannot be guaranteed, nor parking or seating at the venue.
5. There is a cost to providing any development event. If you are unable to attend a previously booked course, please let Marie Gondlach know so that the place can be offered to others.
6. Co-opted members, Town and Parish Councillors, Partners and Councillors from neighbouring authorities may be in attendance at some sessions.

**If you would like to attend please contact:**

Marie Gondlach  
Democratic Services Officer  
County Hall  
Bythesea Road  
Trowbridge  
BA14 8JN

Tel: 01225 713 597

Email: [CouncillorDevelopment@wiltshire.gov.uk](mailto:CouncillorDevelopment@wiltshire.gov.uk)

Fax: 01225 713 099

**If you cannot attend** please let Marie know the reason so that the Councillor Development Group can adapt the Councillors Development Programme 2010-11 to meet councillors' requirements when possible:

- you have no interest in the subject
  - you cannot attend on that date
  - you cannot attend at that time a day
  - any other reason
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## ***Mentoring Skills Training***

(Mentoring for councillors)

One Day

Objectives

1. Understand the scope, boundaries, purpose and role of being a mentor
2. Develop and practice the core skills of facilitating learning as a mentor.
3. Develop confidence and a consistent approach for the programme

The day is very participative with a typical format of, explanation, demonstration by tutor and a skill development exercise in small groups with coaching and feedback.

An important part of the programme is to practice on real issues with feedback. There will be created an environment of support and challenge to maximise learning in the time available, questions and discussion will be encouraged.

Programme- (9.15 –4.30), 15min break a.m. and p.m. Lunch 1-2pm

### **Content**

Introduction and establishing individual outcomes and issues for the day

Understanding learning and specifically mentoring

The structure and process-confidentiality-appropriate topics, action planning etc.

### **Skills**

Language patterns and questioning skills to develop new thinking in others

Rapport and listening skills.

Removing blocks to personal change and learning-conversationally.

Balancing challenge and support, building a working relationship

Putting it all together, practice with feedback

Questions and further development needs.

Review and evaluation.

Trainer for the day,

Peter Taylor

07711820800

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