

ILM Level 2 Award in Effective Mentoring Skills

INTRODUCTION

This Level 2 Award in Effective Mentoring Skills qualification is for those who wish to develop their knowledge and skills to understand effective mentoring in a range of situations. It will help you identify and overcome potential barriers.

COURSE CONTENTS

Unit 1: Understanding Mentoring 8584-200

Module 1: Role of the Mentor and the Benefits of Mentoring

- Role of an Effective Mentor
- Mentoring Can Benefit Those Being Mentored in a Range of Situations
- Identify Potential Barriers to Effective Mentoring
- Overcome the Potential Barriers to Effective Mentoring

Module 2: Mentor Effective in Their Role

- Key Skills Required to Be an Effective Mentor
- Mentoring Model or Process That Can Be Followed When Mentoring
- Use Questioning and Listening Techniques to Support Individuals Being Mentored
- Give Feedback Within a Mentoring Role
- Mentor Can Develop Trust with Individuals They Are Mentoring

Module 3: How to Organise Mentoring?

- Plan for Effective Mentoring Sessions
- State Examples of Goals That Would Be Agreed in an Effective Mentoring Session
- Records Are Required When Mentoring an Individual

COURSE DURATION: 2 Day Course

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Unit 2: Developing Mentoring Skills 8584-201

Module 4: Commence Mentoring Sessions to Develop an Individual

- Prepare a Plan for Effective Mentoring of an Individual
- State the Agreed Goals of the Mentoring Sessions

Module 5: Undertake 3 Hours of Effective Mentoring

- Evidence of Mentoring with an Individual Over a Period of at Least 3 Hours
- Use Questioning and Listening Techniques to Support the Individual Being Mentored
- Feedback to Support Individual Development
- Trust Has Been Developed with the Individual Being Mentored
- Maintain Appropriate Records of All Mentoring Sessions

Module 6: Review Their Own Performance as a Mentor

- Review Own Mentoring Performance
- Provide Evidence of a 1-hour Meeting with Their Tutor
- Identify and Plan Areas for Future Development as a Mentor

