

The Brokerbility Academy Apprenticeship programme is unique in that we will provide maximum support to both your business and the Apprentice.

**We look forward to welcoming you on our Mentoring & Motivational Mapping Programme – details are as follows:-**

- **Monday 19<sup>th</sup> May 2014**
- **Grange Holborn Hotel, Orion Room, 50-60 Southampton Row, London, WC1B 4AR**
- **9:45am for 10:00am start, approx. 4:00pm finish**
- **Refreshments and buffet lunch will be provided. If you have any special dietary requirements can you please let us know**
- **Nearest tube station – Holborn**

***You will shortly receive an email from Motivational Maps inviting you to complete a personal Motivational Map. Please complete by Friday 9<sup>th</sup> May 2014. Your results will play an important role on the day.***

We will provide all the guidance needed for this important role, in addition to having your mentor achieve **Certification in analysing Motivation Maps** that also acknowledges CPD hours.

The day will be an active participative session working in small groups.

Brief overview:
<b>What is mentoring?</b>
➤ Defining mentoring and its purpose
➤ Explaining the key differences between coaching and mentoring
➤ Identifying the benefits of effective mentoring to organisations, mentors and protégés
<b>The Mentor-Protégé Relationship</b>
➤ Defining the 3 stages of the mentor-protégé relationship
➤ Roles and responsibilities of both parties
➤ Guidelines for managing the relationship
<b>The role of the mentor within the Brokerbility Academy Apprenticeship scheme</b>
<b>Motivational Mapping Analysis</b>

Need help in choosing a good mentor?.....

## *A good mentor is someone who:*

- Leads by example.
- Has seasoned experience in your field and is willing to share skills, knowledge and expertise.
- Has integrity.
- Shares similar values.
- Gives advice based on experience.
- Listens.
- Has good contacts (a network)
- Helps them learn what they didn't teach in school – or the practical aspects of your career.
- Helps you navigate the politics and bureaucracy.
- Desires to help others succeed.
- Has positive experience.
- Has a good reputation for developing others.
- Has time and energy to devote to mentoring.
- Has up-to-date knowledge.
- Has a learning attitude.
- Has demonstrated effective managerial/mentoring skills.
- Creates opportunities and opens doors.
- Knows your strengths and abilities.
- Wants you to succeed.
- Wants you to be independent.
- Is a continuous learner.
- Communicates hope and optimism.
- Provides guidance and constructive feedback.
- Is respected by colleagues and employees in the organization and the professional community.
- Sets and meets on-going professional goals.
- Values the opinions and initiative of others.
- Motivates others by setting a good example.

