# Appendix H: Sample Training Schedule

**Course: Formal Mentoring Training for "Developing the Leaders of Tomorrow Today"**

| Time | Topics | Delivery Methods |
|---|---|---|
| 7:30am–8:00am | *Sign in and Continental Breakfast* | N/A |
| 8:00am–8:45am | *Welcome and Overview*<br>• Participant introductions<br>• Review course objectives<br>• Review course schedules<br>• Gather participant goals and expectations<br>• Review ground-rules for the course | • Lecture<br>• Participant introductions<br>• Warm-up activity |
| 8:45am–10:30am | *What is Mentoring?*<br>• Definition and types of mentoring<br>• Benefits and risks of mentoring<br>• What a mentor does<br>• What a protégé does<br>• Types of mentoring relationships | • Lecture<br>• Participant discussion<br>• Review participants' examples of effective and non-effective mentoring<br>• Video testimonials |
| 10:30am–10:45am | BREAK | |
| 10:45am–12:00pm | *Acme's "Developing the Leaders of Tomorrow Today" Formal Mentoring Program*<br>• History of program<br>• Program timeline<br>• Outcomes and limitations of program<br>• How the program operates (e.g., matching process; evaluation and monitoring)<br>• Using the web-based "Experience and Skill Database System" | • Lecture<br>• Participant discussion<br>• Demonstration<br>• Practice using tools |


*Designing Workplace Mentoring Programs: An Evidence-Based Approach*
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|---|---|---|
| 12:00pm–12:45pm | LUNCH | |
| **12:45pm–4:00pm** | **SEPARATE PROTÉGÉ AND MENTOR TRAINING** | **See next page** |
| 4:00pm–4:45pm | *Making the Most of Mentoring*<br>• Overcoming common obstacles and problems<br>• Tips for making the most of the mentoring relationship | • Lecture<br>• Participant discussion |
| 4:45pm–5:30pm | *Negotiating a Mentoring Agreement*<br>• Mentoring Agreement Document | • Lecture<br>• Activity: Using ACME's formal mentoring agreement form, mentoring dyads will begin to structure a formal mentoring agreement |
| 5:30pm–6:00pm | *Course Wrap-up*<br>• Learning and Course Evaluation | • Wrap-up activity |
| 6:00pm–7:00pm | *Dinner and Social Hour* | • Encourage discussion among mentoring pairs |

***After lunch, separate training participants into two groups: mentors and protégés. From 12:45pm–4:00pm each group will receive separate training with a separate facilitator. Mentors will stay in the current room, whereas protégés will move to another room.***

***At 4:00pm, protégés and mentors will reconvene in the main training room for the remainder of the training course.***

## Mentor Training

| Time | Topics | Delivery Methods |
|---|---|---|
| 12:45pm–1:30pm | *Roles and Responsibilities of a Mentor*<br>• Key activities of a mentor<br>• Different mentoring techniques<br>• What protégés want from their mentors | • Lecture<br>• Participant discussion |
| 1:30pm–4:00pm | *Mentor KSAs*<br>• Key knowledge, skills and abilities needed to be an effective mentor<br>• Creating a development plan<br>• Delivering feedback<br>• Handling conflict | • Lecture<br>• Participant discussion<br>• Activity 1: Case study in creating a development plan<br>• Activity 2: Role-play in giving feedback<br>• Activity 3: Role-play in resolving conflict<br>• Video demonstration |

## Protégé Training

| Time | Topics | Delivery Methods |
|---|---|---|
| 12:45pm–1:30pm | *Roles and Responsibilities of a Protégé*<br>• Key activities of a protégé<br>• Different mentoring techniques<br>• What mentors want from their protégés | • Lecture<br>• Participant discussion |
| 1:30pm–4:00pm | *Protégé KSAs*<br>• Key knowledge, skills and abilities needed to be an effective protégé<br>• Understand your learning style<br>• Receiving constructive feedback<br>• Handling conflict | • Lecture<br>• Participant discussion<br>• Activity 1: Complete and discuss learning style inventory<br>• Activity 2: Role-play in receiving feedback<br>• Activity 3: Role-play in resolving conflict<br>• Video demonstration |