



## Primary Certificate in Mentoring Skills

An academically validated primary certificate in mentoring skills for medical and other health care professionals

Fresh thinking...  
...a way forward



## Fresh thinking... ...a way forward

This course is designed for all health care professionals with a responsibility for the employment or development of others within any health care setting. They may be GPs, hospital doctors, nurses or other clinical service providers. It will be particularly useful for trainers, tutors, supervisors and educationalists, and will greatly benefit managers of services both at primary and secondary care level.

This is the first accredited course for mentors within the medical setting and aims to prepare mentors for their role in improving working conditions and morale. If you are a mentor or about to take on that role it will help you to gain confidence and provide a structure and support for your invaluable work, while gaining useful insights into your own professional practice.

There are five days of taught coursework over six months. These are split into two sessions of two days each and two half days of learning sets. There will be a final assessment on the fourth day.

**Venue:** Royal Society of Medicine,  
1 Wimpole Street, London. W1G 0AE  
Tel +44 (0) 20 7 290 2900

**Dates:**

First Session	13 & 14 October 2005
Second Session	7 December 2005
Third Session	15 February 2006
Fourth Session	5th & 6th April 2006

**Cost:** £1500 (+ VAT) to include training, course materials and assessment costs.

*CPD recognition applied for*

### The Value of Mentor Training

Mentoring is recognised as a useful non-judgmental relationship in both education and management to support and develop individuals in their acquisitions of new ways of working, new skills or tackling new roles.

This has been well demonstrated in industry and is now being more widely adopted in health-care settings.

It is however very important that this mentoring is done well if it is to have excellent outcomes for the mentees.

An aware and well trained mentor makes a huge difference to the mentee. Our programme is designed to provide that training.



## Educational strategy

The programme is founded on a basic structure, with tutor input which is designed to build up the picture of the mentoring relationship. It is intended to develop the role of the mentor as facilitator in the development of the mentee. Much of the work is practical and draws on the discussions and wide experience of the participants. The Course is not residential but will allow plenty of time for networking and informal discussion. This element really adds value to the experience and encourages self-awareness. Participants are also expected to read around the subject from a number of recommended sources.

### Learning outcomes

The course aims to deepen your understanding of the mentoring process and its relationship to personal and professional development.

At the end of the five taught days and individual study you will have a good understanding of mentoring in the following areas:

- Definition of mentoring and understanding of different models of mentoring
- Theoretical and practical application of building a supportive and empowering relationship
- Development of the attributes and skills and competencies of a mentor
- Be able to manage the process of mentoring and keep appropriate records

- Working within an ethical framework and respect the boundaries of confidentiality
- Commitment to your own personal and professional development and self-awareness
- Understanding the importance of ongoing support for your own development as a mentor

### Pre-course requirements

*Participants will be expected to:*

- Act as a mentor in whatever capacity now or in the future
- Hold a Primary professional qualification
- Have an interest in the development of others

Prior to the course you will have the opportunity to discuss the course and its suitability for you with the course organiser Dr Peter Harborow.

### Assessment

This course is validated by the Open College Network and has an external moderator for quality assurance. It is validated of 60 hours study and attracts 6 credits at level 4 and 2 credits at level 3.

The assessment of achievement of the learning outcomes is in five components

- Reflective diary over the six months of study
- 1500 word essay on one choice of two topics
- 20 minute video of mentoring skills with an actor or a mentee, with a reflection on that video
- Self-assessment forms
- Tutor assessment

Successful participants will be awarded a 'Primary Certificate in Mentoring Skills' by Cygnus Mentoring, validated by the Open College Network

**To register your interest** and to receive more detailed information and a registration form, please contact us or fill in the application form overleaf.

# Application Form

## Primary Certificate in Mentoring Skills



**Yes, I would like to apply for further information**

**Dates:** **First Session** – 13 & 14 October 2005  
**Second Session** – 7 December 2005

**Third Session** – 15 February 2006  
**Final Session** – 5 & 6 April 2006

**Cost:** £1500 (+VAT) to include training, course materials, assessment. **Venue:** Royal Society of Medicine, 1 Wimpole Street, London. W1G 0AE UK. **Accommodation:** This is not included in the course fee. Please contact the RSM directly if you require overnight accommodation on: Tel +44 (0) 20 7290 2900

Please complete your details below and fax back to: **+44 (0)1342 321199**

### Personal details (please write clearly in capital letters)

Title                      First name    Surname

Company/organisation

Position

Address

Postcode

Telephone    Fax

Mobile

e-mail address

Signature    Date

Where did you hear about this course?  ASME  AMEE  BMJ  Cygnus website

Direct email  Other (please state) \_\_\_\_\_

If you are unable to attend this course there will be other opportunities to attend the course in September next year  **Please tick this box to register your interest**

### Cygnus Mentoring & Professional Development

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