



“Increase your effectiveness as a mentor”
A workshop for experienced mentors
At
The Postgraduate Centre
Princess Royal Hospital
Haywards Heath
20th April 2005

Introduction

The number of mentors to support doctors and other health care professionals in the development of their careers and achievement of their full potential is increasing. Participants in this workshop could expect to increase their mentoring effectiveness and fulfil their commitment to their own development as a mentor.

Participants

We are aiming this workshop at those who have already has experience of working with mentees. This is open to all multi-professional groups, to widen skills and experience. You may have had previous training or have knowledge and understanding of the mentoring process. This will include:

- Mentors
- Trainers with a mentoring role
- Those involved in supporting health care professionals in difficulty
- Facilitators of mentoring learning sets or support groups

Learning outcomes

At the end of the day participants you should have gained:

- Feedback on your style and approach as a mentor
- Increased self-awareness and insights into your current work
- Strategies for developing your work as a mentor
- A model for professional development as a mentor that you can use within your support group

Format of the day

There will be no more than 20 in the group, which will be facilitated by two tutors. During the day we will draw on your experiences as mentors. These will be used to illustrate the model of professional development for supervision in mentoring. In smaller groups there will be an opportunity to share with your peers some of the triumphs and pitfalls of mentoring, while using a structure to guide the process and embed learning. Each participant will be asked to fill in a reflective self-assessment form prior to joining the workshop to prepare for and get the most out of the day.

Programme

9.00-9.30	Arrival and Registration
9.30-11.0	Introductions Aims and Objectives Mentoring and the definition of roles and responsibilities Issues arising in mentoring
11.00-11.30	Coffee and Tea
11.30-1.0	Getting the most out of a mentor support group Structure for professional development
1.00-1.45	Lunch
1.45-3.30	Group-work A climate for exploring the mentoring relationship Practising different tools for mentoring development
3.30-3.45	Tea
3.45-4.30	Ethics and Boundaries Self-assessment of mentoring skills Plans for the future Evaluation of the day
4.30	DEPART



BOOKING FORM

Yes I would like to attend the 1 day workshop 'Increase your effectiveness as a mentor' on Wednesday 20th April 2005 at Haywards Heath postgraduate centre .
Course Ref: HHEM-01

Delegate Details:

First Name:

Surname:

Title: Dr / Prof / Mr / Mrs / Ms / Miss (please delete as appropriate)

Position:

Organisation:

Address:

.....

Postcode:

Telephone: Ext:

Fax:

Mobile:

Email:

Fees:

I enclose payment of £100 + Vat (£17.50) Total = **£117.50**

Please make cheques payable to: Cygnus Mentoring & Professional Development

Signed: Date:

(Bookings are not valid unless signed, fees must be paid in advance of the course)

Please send payment along with this signed booking form to: **79a High Street, East grinstead, West Sussex, RH19 3DD**

Once we receive your application we will send you confirmation of your booking.

Where did you hear about us/this course?

Direct email Post Website Postgraduate centre Other (please state):.....

Terms & Conditions

We reserve the right to alter or cancel the event due to circumstances beyond our control. Please note the programme is subject to change.

Enquiries

If you have any questions about registration or payment, or require further details of the course, please call **Caroline Harborow on: 01342 321 172 or via email: caroline@cygnusmentoring.co.uk** you can also **fax the form to: 01342 32 11 99**

Cancellations

Cancellations can be made by telephone, but must be confirmed in writing. Please quote the appropriate course code HHEM-01. Cancellations before 18th March are subject to a 10% administration fee. We regret that after this date we cannot give refunds, although a substitute delegate is welcome.