



**02: Training package for employees trained to become mentors**

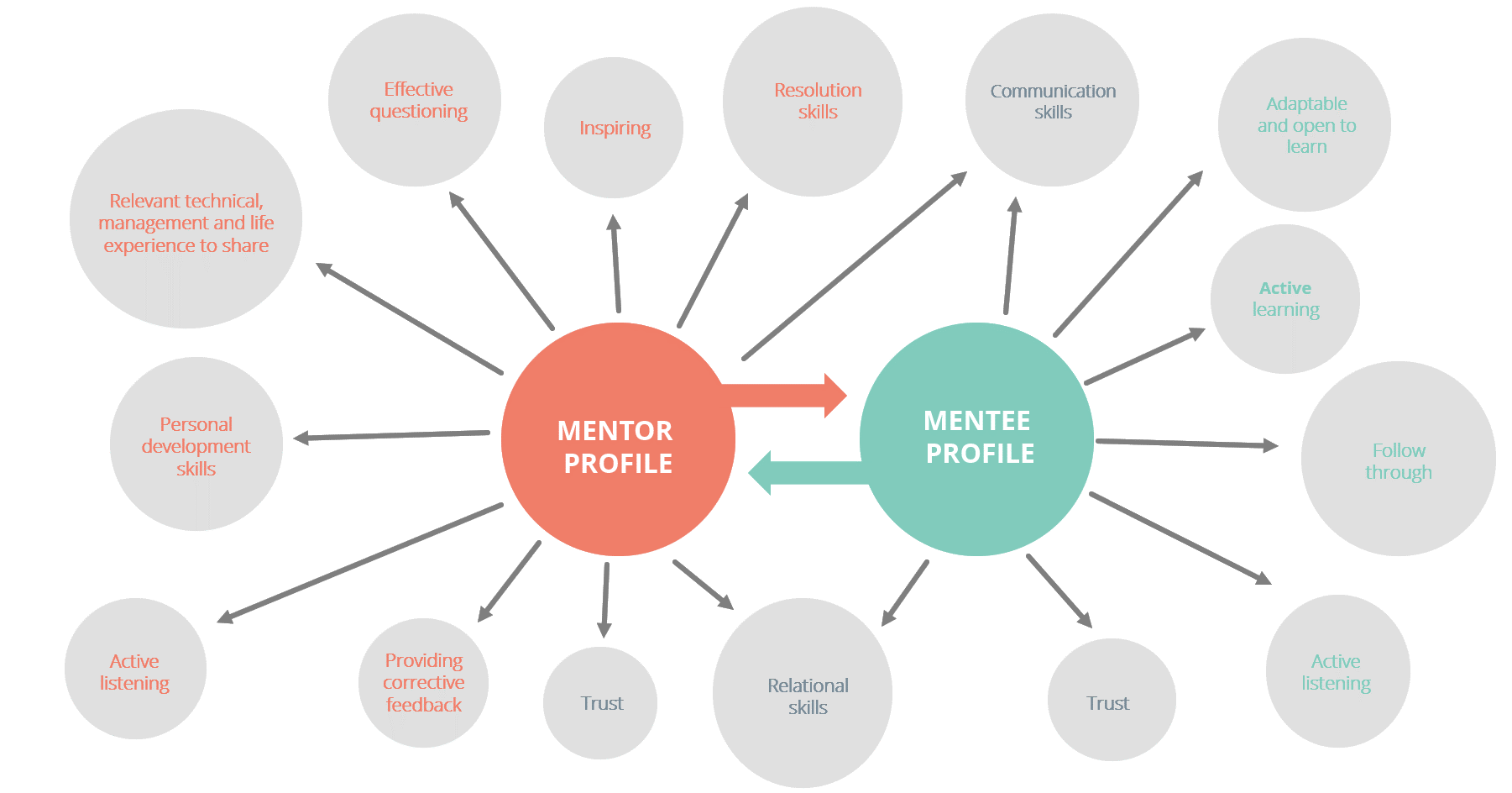
Developer: Mindshift Talent Advisory, Portugal

Module 1– **Principles and techniques of mentoring and reverse mentoring**

**Learning unit 1:** Introduction to mentoring and reverse mentoring

Handout 1: Mentor and mentee profile

Activity 2: Mentoring skills snapshot



**Table 1 - Skills I can explain or describe**

|  |  |
| --- | --- |
| **Skill** | **Brief explanation** |
|  |  |
|  |  |

(+ add more rows if needed)

**Table 2 - Skills I can’t explain or describe**

|  |  |
| --- | --- |
| **Skill** | **Brief explanation** |
|  |  |
|  |  |

(+ add more rows if needed)

**Table 3 – Checking my mentoring skills**

|  |  |
| --- | --- |
| **Mentor profile** | **Mentee profile** |
| I’m able to support others developing capabilities and competences  I’m able to inspire others  I can provide corrective feedback  I can question effectively  I can manage risks  I’m able to open doors to other, when it comes to supporting them to access new job opportunities, for example.  I have relevant expertise that I can share with others  I like to learn and improve my competences  I’m eager to gain new knowledge  I’m a very supportive person and like to encourage others  I have strong communication skills  I’m able to listen actively and question effectively  I value trustful relationships | I recognize the importance of being guided  I understand the concept of active learning  I’m an active learner  I often take initiative  I can follow plans  I can establish and manage relationships  I’m able to listen actively  I value trustful relationships  I easily adapt to situations  I’m open to learn  I have good communication skills |