



**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 |