CEHD Staff CoP MAPS Resources

Training Resources for Mentors

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<th>Course</th>
<th>Recommended Training Timeline</th>
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| **Being a Good Mentor**                    | To watch prior to first meeting and prior to second meeting | 60 Minutes      | 1. Introduction  
2. Getting to Know Your Protege  
3. Developing Your Protégé’s Skills  
4. Overcoming Obstacles  
5. Conclusion |
| **Giving and Receiving Feedback**           | To watch prior to third meeting                      | 48 Minutes      | 1. Introduction  
2. Experience of Feedback  
3. Receiving Feedback Well  
4. Giving Feedback Effectively  
5. Conclusion |
| **How to Effectively Deliver Criticism**   | Additional resource as needed                        | 13 Minutes      | 1. Introduction  
2. Start with the Positive  
3. Share your Motivator  
4. Communicating the Problem  
5. Summary |
| **Coaching Employees through Difficult Situations** | Additional resource as needed                                                      | 47 Minutes      | 1. Introduction  
2. Foundations for successful coaching  
3. Situational Scenarios  
4. Attitudinal Scenarios  
5. Behavioral scenarios  
6. Ongoing coaching  
7. Conclusion |
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| **Being a Good Mentee**                     | To watch prior to first meeting | 55 Minutes      | 1. Introduction  
2. How You can be a Successful Mentee  
3. How to Connect with Mentors  
4. Establishing and Developing Your Mentoring Relationship  
5. Diverse Mentoring Relationships  
6. Conclusion                                                                         |
| **How to Develop your Career Plan**         | To watch prior to second meeting | 24 Minutes      | 1. Introduction  
2. What is a Career Plan  
3. Create Your Career Plan  
4. Create a Personal Development Plan  
5. Mentor  
6. Summary                                                                              |
| **Giving and Receiving Feedback**           | To watch prior to third meeting | 48 Minutes      | 6. Introduction  
7. Experience of Feedback  
8. Receiving feedback well  
9. Giving feedback effectively  
10. Conclusion                                                                          |
| **How to Effectively Deliver Criticism**   | Additional resource as needed | 13 Minutes      | 6. Introduction  
7. Start with the Positive  
8. Share your Motivator  
9. Communicating the Problem  
10. Summary                                                                            |