

# **DOD Mentoring Resource Portal**

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## **MENTORING TRAINING RESOURCES**

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### **Purpose:**

Mentoring training is a vital component of every successful Mentoring Program. The Mentoring Training Resources provided in this document have the potential to benefit Mentoring Program Coordinators, Mentors, Mentees, Managers, and Supervisors. These training resources are designed to provide information about the benefits of mentoring, mentoring do's and don'ts, and strategies to define the relationship between Mentors and Mentees.

### **Audience:**

Mentoring Program Coordinators, Mentors, Mentees, Managers, and Supervisors

### **Disclaimer of Endorsement**

DOD and DCPAS do not endorse or recommend any Skillsoft commercial products, processes, or services. Therefore, mention of Skillsoft commercial products, processes, or services on the DOD Mentoring Resource Portal Web site, <https://dodhrinfo.cpmis.osd.mil/Directorates/HRSPAS/Leadership-Learning-and-Development/Pages/DODMentoring.aspx>, cannot be construed as an endorsement or recommendation.

### **Context and Instructions for Users:**

Several DOD Components/Agencies provide training to their workforce through Skillsoft eLearning courses. Instructions for setting up an eLearning account and accessing the courses should be provided by your local Training/HR Department. Each Skillsoft login page is unique depending on your DOD Component/Agency.

### **Additional Mentoring Training Resources**

The Mentoring Training category currently has limited resources. Mentor/Mentee training is a vital component of any successful Mentoring Program. The objective of this category is to provide resources to train prospective Mentors and Mentees in the basic knowledge and skills to build a successful mentoring relationship. If you are aware of additional Mentoring Training Resources, please contact the [DOD Mentoring POC](#).

*Source: Course general descriptions were obtained through a Skillsoft Learning Consultant and Mentoring POCs across the Department.*

<b>Mentoring Training for Managers, Supervisors and Mentors</b>			
<b>Title</b>	<b>Objectives</b>	<b>Training Type</b>	<b>Duration</b>
<b>Essential Mentoring Techniques: Mentoring Fundamentals</b>	Objectives and benefits of mentoring; coaching, and managing the two; mentoring models and approaches	Online Course	1 hour
<b>Essential Mentoring Techniques: Designing and Initiating Mentoring Programs</b>	Mentoring programs are as varied as the organizations that implement them. Options include one-to-one, group, executive, and e-mentoring approaches. These all share common execution strategies that can establish your mentoring program as a viable function within your company. Understanding the goals required from your mentoring program and ensuring that support is available for both Mentors and Mentees will aid your decision on how to approach mentoring for your company. This course explores how to set up a successful mentoring program by looking at the elements that are needed to design and implement an effective program. It covers how to prepare and plan your program so that participants are oriented and connected effectively. And it explores the criteria for matching Mentees and Mentors to create fruitful relationships. You will also learn the importance of personal development plans and how to set the learning process in motion so that Mentees can achieve their objectives.	Online Course	1 hour

<p><b>Essential Mentoring Techniques: Building and Maintaining Mentoring Relationships</b></p>	<p>Like all relationships, mentoring comes with its share of obstacles. Effectively building and maintaining a mentoring relationship is important for creating a satisfying and productive pairing. Although the Mentee drives the growth phase of the mentoring relationship, the Mentor's ability to effectively understand, gauge, probe, and respond to the issues the Mentee brings to the table is a crucial aspect of maintaining a solid Mentor-Mentee bond. In this course, you'll learn how to manage the Mentor-Mentee relationship and how to respond appropriately to issues that arise. The course examines how to give constructive feedback that enables Mentees to solve their own problems. It also provides guidelines on how to deal with program issues such as too much formality and too little support. It explains how to address interpersonal issues in order to sustain a valuable mentoring relationship. Finally, it looks at the unique issues that might arise when Mentors and Mentees are involved in a virtual mentoring relationship.</p>	<p>Online Course</p>	<p>1 hour</p>
<p><b>Essential Mentoring Techniques: Evaluating and Ending the Mentoring Program</b></p>	<p>Mentoring self-assessment; assessing mentoring programs; ending mentoring relationships</p>	<p>Course</p>	<p>1 hour</p>
<p><b>Mentoring as a Manager: Greater Time Commitment</b></p>	<p>Choose strategies for handling the time commitment required by mentoring</p>	<p>Course</p>	<p>15 min</p>
<p><b>Mentoring as a Manager: Revitalizing the Manager</b></p>	<p>Ways that mentoring can revitalize managers</p>	<p>Course</p>	<p>15 min</p>
<p><b>Mentoring as a Manager: Jump-Starting the Protégé's Career</b></p>	<p>Identify the way that mentoring benefits employees</p>	<p>Course</p>	<p>15 min</p>
<p><b>Mentoring as a Manager: Organization Benefits</b></p>	<p>Choose the ways that mentoring benefits the organization</p>	<p>Course</p>	<p>15 min</p>
<p><b>Mentoring as a Manager: Participatory Communication</b></p>	<p>Differentiate between examples of participatory communication and those of traditional manager-employee communication in business scenarios</p>	<p>Course</p>	<p>15 min</p>

<b>Mentoring as a Manager: Supportive Listening</b>	Select the examples of supportive listening techniques	Course	15 min
<b>Mentoring as a Manager: Providing Feedback Effectively</b>	Select examples of effective feedback strategies in manager-employee scenarios	Course	15 min
<b>Give Them Options, Not Answers</b>	Whether they're in a formal or informal mentoring relationship with you, people will often come to you for answers. To truly help them grow in their careers, says Cheryl Gray, you shouldn't give them answers.	Video	4 min
<b>Mentoring Matters</b>	Dianne Ledingham talks about how Mentors were important to her development.	Video	3 min
<b>The Essentials of Mentoring</b>	During this simulation, participants will practice: supportive listening, giving effective feedback, guiding by asking questions, advocating for your protégé, maintaining professionalism through problems, and much more.	Simulation	30 min
<b>The Difference: Coaching Versus Mentoring</b>		Book Excerpt	
<b>The Mentee: A Star is Born</b>		Book Excerpt	
<b>Mentoring Do's and Don'ts</b>		Book Excerpt	
<b>The Mentoring Model</b>		Book Excerpt	
<b>From Mentee to Mentor</b>		Book Excerpt	

<b>Mentoring Training for Mentees</b>			
<b>Title</b>	<b>Objectives</b>	<b>Asset Type</b>	<b>Duration</b>
<b>Achieving Success: the Help of a Mentor</b>	The importance of mentoring; building a strong relationship; the Mentor's expectations; managing your relationship with your Mentor	Course	3 hours
<b>Successful Mentor Relationships</b>	Consider younger as well as older Mentors, and different Mentors for different skills. The Mentor should be someone who will look out for you, not just someone more experienced.	Video	4 min
<b>Seek Out Your Mentors</b>	Learn to forge your own mentoring relationships, which often are more rewarding than relationships created by organized programs.	Video	4 min
<b>Successful Mentoring</b>	Mentoring is a 2-way street; the Mentee is also responsible. Look for mentoring from anyone you work for.	Video	2 min