



Consulting and Training | Reach New Heights

Course Name

Introduction to Mentoring Certificate

Sector Name

Management And Leadership

Document Type

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Introduction to Mentoring Certificate

Course Introduction

Mentoring has become a critical capability in modern organizations seeking to develop talent, transfer knowledge, and build sustainable leadership pipelines. Unlike traditional training, mentoring focuses on long-term development through guidance, support, and shared experience, enabling individuals to grow professionally and personally while strengthening organizational culture and performance.

The Introduction to Mentoring course provides a comprehensive foundation for understanding mentoring as a structured developmental relationship rather than an informal or ad-hoc activity.

As part of the learning and development offerings associated with BOOST, this program is designed for professionals who are new to mentoring or who are expected to take on mentoring roles within their organizations.

The course introduces participants to the principles, roles, and responsibilities of effective mentoring. Participants explore the differences between mentoring, coaching, and supervision, and

learn how mentoring supports employee engagement, capability development, and knowledge sharing. Emphasis is placed on building trust, setting clear expectations, communicating effectively, and maintaining professional boundaries within mentoring relationships.

Through interactive discussions, practical examples, and guided exercises, participants develop the awareness, mindset, and foundational skills required to participate in mentoring relationships—either as mentors or mentees—and to support mentoring initiatives within their organizations.

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Target Audience

- ✓ Employees nominated to become mentors
- ✓ Junior and mid-level professionals seeking to be mentees
- ✓ Team leaders and supervisors
- ✓ HR and learning & development professionals
- ✓ High-potential employees preparing for future leadership roles
- ✓ Professionals involved in talent development initiatives
- ✓ Organizations introducing or formalizing mentoring programs

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Learning Objectives

- Understand the concept and purpose of mentoring
- Differentiate mentoring from coaching, training, and supervision
- Identify the roles and responsibilities of mentors and mentees
- Understand the benefits of mentoring for individuals and organizations
- Apply basic communication and listening skills in mentoring conversations
- Establish clear expectations and goals within mentoring relationships
- Recognize ethical considerations and professional boundaries in mentoring
- Contribute effectively to structured mentoring initiatives

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Course Outline

✓ DAY 1

Introduction to Mentoring and Development

- What is mentoring and why it matters
- The role of mentoring in personal and professional development
- Informal versus formal mentoring
- Benefits of mentoring for mentors, mentees, and organizations
- Mentoring in today's workplace
- Overview of mentoring frameworks

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Course Outline

✓ DAY 2

Mentoring Roles, Styles, and Relationships

- ✓ Roles and responsibilities of mentors and mentees
- ✓ Characteristics of effective mentors
- ✓ Understanding different mentoring styles
- ✓ Building trust and rapport
- ✓ Managing expectations in mentoring relationships
- ✓ Common mentoring challenges

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Course Outline

✓ DAY 3

Communication Skills for Mentoring

- ✓ Active listening and powerful questioning
- ✓ Giving and receiving feedback in mentoring
- ✓ Encouraging reflection and self-awareness
- ✓ Managing difficult or sensitive conversations
- ✓ Cultural awareness and respect in mentoring
- ✓ Practical mentoring conversation exercises

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Course Outline

✓ DAY 4

Structuring and Managing the Mentoring Process

- Setting mentoring goals and objectives
- Planning mentoring sessions
- Tracking progress and development
- Maintaining professional boundaries
- Ethical considerations in mentoring
- Knowing when and how to conclude mentoring relationships

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Course Outline

✓ DAY 5

Applying Mentoring in the Workplace

- ✓ Mentoring as a leadership and development tool
- ✓ Supporting learning and capability development
- ✓ Integrating mentoring with organizational goals
- ✓ Measuring mentoring effectiveness at a basic level
- ✓ Personal mentoring action plan
- ✓ Course review, reflection, and next steps

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
March 15, 2027	March 19, 2027	5 days	4950.00 \$	Spain , Madrid
May 10, 2027	May 14, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Aug. 9, 2027	Aug. 13, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Nov. 2, 2026	Nov. 6, 2026	5 days	4250.00 \$	UAE , Dubai

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