Course : Being a mentor

Practical course - 2d - 14h00 - Ref. MTT
Price : 1310 € E.T.

★★★★½   4,5 / 5

This course will enable you to understand the mentoring process and consolidate your position as a mentor using specific tools, while developing your technical and behavioral skills.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Have a clear vision of the mentoring process
- ✓ Understand and position yourself as a mentor
- ✓ Master the process of setting up a mentoring program
- ✓ Passing on know-how
- ✓ Mastering and deploying specific mentoring tools

Intended audience

Any employee willing to pass on his or her know-how and supervise another employee.

Prerequisites

No special knowledge required.

Practical details

Hands-on work
Discussions on the different concepts, case studies, simulations and role-playing related to the mentoring mission.

Teaching methods
Demonstrative teaching with practical exercises.

Course schedule

PARTICIPANTS
Any employee willing to pass on his or her know-how and supervise another employee.

PREREQUISITES
No special knowledge required.

TRAINER QUALIFICATIONS
The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS
The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.
Participants also complete a placement test before and after the course to measure the skills they've developed.

1 Defining the mentoring framework

- Definition of mentoring.
- Choosing a mentor: defining your position in the various mentoring processes.
- The challenges and benefits of mentoring for the company.
- Key success factors.

Group discussion
Reflect collectively on the challenges of implementing mentoring within the organization, and determine the advantages over existing support systems.

2 Being a mentor

- Role and responsibilities of the mentor.
- The mentor's technical and behavioral skills: teaching, leadership, active listening, communication...
- Elements that foster a relationship of trust between mentor and mentee.
- The mentor's posture: ensuring the transmission of knowledge, motivating and challenging the mentee.

Hands-on work
Practical application of the mentor's technical and behavioral skills. Establish the mentor's golden rules/charter.

3 Setting up mentoring within the company: key stages

- Setting up a progress plan: scheduling interviews, interim reviews, monitoring indicators. returnchariotsonline
- Marketing the mentoring process internally.
- Framing the mentoring process: selection criteria, objectives, monitoring indicators.
- Specificities of the mentor/mentee relationship.
- Choice of pairs.

Hands-on work
Draw up a detailed roadmap of the entire mentoring process, highlighting the key stages.

4 Deploy specific mentoring tools

- Maintenance schedule.
- Establish a personal progression plan.
- Mastering and implementing feedback principles.
- Drafting and analysis of interview reports.
- Problem analysis and resolution techniques.

Hands-on work
Role-playing and application of a group mentoring tool.

Dates and locations

REMOTE CLASS
2026 : 4 June, 19 Oct.

PARIS LA DÉFENSE
2026 : 4 June, 19 Oct.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.