

## Training and Enterprise Development

# Coordinating Mentoring Programmes

## *Accredited at SCQF Level 7*

A 2 day course to enable those involved in planning and coordinating mentoring programmes, to develop and enhance their knowledge and understanding and to develop practical skills essential to coordinating mentoring programmes in a range of settings.

### What does the course cover?

This course provides an opportunity to complete assessments to achieve an **SQA accredited unit in Mentoring**. This course sits at SCQF level 7 and has 8 SCQF credit points.

The 2 day course will look at:

- Key principles and processes of mentoring
- Planning, coordinating and implementing mentoring programmes within organisations, with a focus on:
  - The planning process
  - Recruiting, selecting, and matching mentors
  - Good practice Guidelines for policies, procedures and legislative requirements
  - Guiding, supporting, training and developing mentors
  - Resources, recording and reporting
  - Review, monitoring and evaluation strategies
- Benefits, advantages and limitations of mentoring programmes
- The mentoring relationship, roles, responsibilities and boundaries
- Understanding the role, skills and qualities of the mentor
- Practical sessions in conducting mentoring activities
- Action planning, progress reviews and development of mentoring activities with learners

**Cost:** £350.00

Course fee includes:

- 2 days training, scheduled with time between day 1 and 2 for self study
- Skilled, experienced professional trainers
- Advice, guidance and support to complete assessment tasks
- SQA registration and certification
- Assessment and verification
- All course materials

### Options:

- Participants/projects can choose to attend the training only and not do the assessment