

Mentoring Master class Outline

Aims

- To provide some background and context to mentoring in the Civil Service
- To help delegates gain a better understanding of what mentoring entails, the benefits gained, commitment and qualities required; so that they can make an informed decision as to whether to become a mentor, be mentored or both.
- To establish clear next steps in becoming a mentor or mentee.

Who is it for?

- Anyone considering becoming a mentor, a mentee or simply to find out if mentoring has any value for your team.

Outline programme

- Introduction by Nita Murphy Civil Service Local
- The role of mentoring by Dr James Pritchard from Civil Service Learning
- Who makes a good mentor
 - Skills of mentoring
 - Practice mentoring skills
 - Some pitfalls and ways around them
 - Do's and don'ts
- What makes a good mentee
 - How can I get the best out of my mentor?
 - How do I prepare for my sessions?
 - How to promote yourself, play your part
- Next steps
 - Application process
 - Civil Service Local Mentoring
 - Civil Service Learning Mentoring
 - Feedback sheets

Dr James Pritchard

James is a Learning Consultant in Civil Service Learning, where he has lead responsibility for the CSL coaching and mentoring offer across the Civil Service. He joined the Civil Service at the end of 2009 as Programme Director for the National School of Government with 20 years independent experience as an executive coach and organisational development consultant, where he worked with senior clients in the public, private and voluntary sectors.



His professional career started in the oil industry, where his roles ranged from building cross-country pipelines to senior strategic planning analyst and representing Exxon on worldwide lubricant quality forums. His interest in coaching arose from an earlier background in sporting competition, where he competed at international level

He is co-author of an Oxford University Press workbook on teamwork for Primary and Shared Care. He is a qualified Iyengar yoga teacher, and is engaged in research at Oxford Brookes University on "Coaching for Mindful Action", applying yoga philosophy and practice to leadership coaching.