



Regus Suites, 17<sup>th</sup> Floor, JKUAT Towers, Kenyatta Avenue,

P. O. Box 18582 - 00100, Nairobi, Kenya.

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IHRM: C00259

NITA: NITA/TRN/1234

#### **HR Mentoring Skills Training**

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
21st - 22nd Apr, 2023	08:30 AM-11:30 AM	2 Day(s)	Webinar, Zoom	2	2,000.00

#### **Course Overview**

How do you get results when the role of leader keeps changing? The best step you can make today to be a more effective leader from now on is to build your mentoring skills! Mentor underachievers to more success and turn good workers into superstars! Finally, get critical how-to's for mentoring success.

### **Course Objectives**

By the end of this program, participants will be able to;

- Explain why do we need to Mentor people.
- List the responsibilities of a Mentor.
- Discuss the Parameters to assess Mentees.
- Explain how to enhance Mentees' Performance.
- Describe the Principles of Designing Mentoring Process.
- Describe the elements of an Effective Mentoring Process.
- Describe characteristics of an Effective Mentoring Process.
- Explain the how to give feedback while Mentoring.
- Explain how to Mentor different types of Personalities.
- Explain the how to Mentor people for Growth.
- Discuss the Development Tools used for Mentoring.
- Discuss the role of Learning & Development in Mentoring.
- List the criteria for Evaluation of Mentoring Process.
- Explain the importance of Self-Confidence for a Mentor.
- List the Tips for better Mentoring.

### Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

- Managers and supervisors responsible for team performance.
- Human Resource Managers
- Legal advisors and compliance officers.
- Leaders and Managers,
- HR Officers

# Video Link(s)

Module Title	Video Link	
HR Mentoring Skills ~ Part 1	https://www.youtube.com/watch?v=O9YPIHIJVhU	
HR Mentoring Skills ~ Part 2	https://www.youtube.com/watch?v=JmisNAdjT_U	

DenPilathitu CHRP. Den PN Gathitu Secretary General

**Academy of Certified Human Resource Professionals** 



# Academy of Certified Human Resource Professionals Ltd.

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IHRM: (	C00259				NITA: NITA/TRN/1234			
DATE: 05:11:2025 PROFORMA INVOICE								
Invoice To:								
QTY	DESCRIPTION		NET (KES)	VAT (KES)	GROSS (KES)			
1	HR Mentoring Skills training		2,000.00	320.00	2,320.00			
GROS	SS: Two Thousand Three Hundred	l Twenty			2,320.00			
***PAYMENT DETAILS***								
	<b>Pay Bill No:</b> 247247	Account No.:	300245 <b>Am</b>	ount: KES 2,320.	00			
Bank Name: Equity Bank Account Name: Academy of Certified Human Resource Professionals Ltd Account Number: 1 2 9 0 2 7 1 2 4 5 7 5 3								
NOM	INEE DETAILS							
We wish to Nominate our employee(s) listed below to attend the above training:								
#	NAME		EMAIL ADDRESS		TELEPHONE			
NOMINATION AUTHORIZATION & FUNDING CONFIRMATION								
I, the undersigned, authorize this nomination and confirm that funds are available for this training.								
Name of Authorizer:								
Position:								
Mobile Phone No.: Email Address:								
Organization KRA PIN: Signature:								
Date: Stamp:								
Email this document to <u>admin@achrp.org</u>								

**NB:** No credit facilities. Full payment is required before participation.