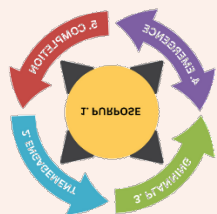


Mentor individuals or small groups (TLIM0004)



We provide short, half-day programs that align to WHS harmonised legislation and latest SWA codes of practice. Content can also be tailored to suit your company/project documented processes.

TARGET: This course is suitable for supervisors and mentors of new team members, apprentices and trainees.

DURATION: 1 day in class + workplace assessment

GROUP SIZE: Maximum 15

ELEMENTS	TOPICS	
Prepare for mentoring	<ul style="list-style-type: none"> ✓ Identifying mentoring needs through consultation ✓ Matching mentoring objectives to development needs ✓ Establishing relationships with participants ✓ Planning and documenting mentoring approaches ✓ Selecting appropriate delivery methods ✓ Confidentiality requirements 	
Mentor in the workplace	<ul style="list-style-type: none"> ✓ Maintaining a safe, accessible workplace ✓ Strategies and techniques to facilitate learning ✓ Sharing personal experiences and knowledge ✓ Communicating mentoring objectives, activities and assessment ✓ Systematic revision and modification of practice 	
Provide opportunities for practice	<ul style="list-style-type: none"> ✓ Providing practice opportunities for participants ✓ Supporting participants in problems solving and decision making ✓ Encouraging learning to meet participant needs ✓ Feedback 	
Review Mentoring	<ul style="list-style-type: none"> ✓ Evaluating own performance ✓ Identifying areas for improvement ✓ Monitoring participants' assessment readiness ✓ Evaluating mentoring plans and processes ✓ Recording mentoring ✓ Reviewing results and guiding future practice 	

AVAILABLE FOR ON-SITE DELIVERY