MentorLINK Curriculum

Webinar Descriptions for Posting

**Orientation Sessions** *(60-minutes interactive sessions)*

**Being an Effective Mentor** *(For Mentors Only)*

Although many people have a wealth of perspective to offer Mentees, few receive training on how to mentor effectively. This engaging session provides an overview of the mentoring relationship, teaches one how to be a good Mentor, and guides participants in strategies and skills to optimize their mentoring experience. Mentors come away prepared to participate in the mentoring program with enthusiasm and an understanding of what is -- and isn't -- needed when mentoring.

**Making the Most of Mentoring** *(For Mentees Only)*

The key to benefiting from a mentor relationship is knowing how to make the most of the experience. This engaging session teaches participants how to take the driver’s seat in their own development in the context of a mentoring conversation. This training helps Mentees see how to lead mentoring conversations rather than approach them passively. The skills taught in the session focus on communication, learning to build a relationship, sharing honestly and applying the perspective of another person to one’s own situation.

**Webinar Courses** *(55-minutes interactive sessions)*

**Reactionary to Intentional**

Often, the demands of work and life compete for our time, energy and attention. While it is easy to slip into a reactive “fire-fighting” mode in an effort to cope with the fast pace, being reactive typically is not effective for very long. This workshop shows you how to shift from being triggered to being fully present and intentional, which enables you to make better choices during times of stress or challenge. Participants will gain a fresh approach, tools and practices to develop a plan for improving the quality of presence in times of stress and rapid change.

**Building Influence: Connect, then Lead**

The ability to influence others' behavior towards achieving outcomes requires the critical skills of relationship building, specifically building connection and credibility. Discover how to engage and enroll others using communication skills and a model for collaboration and influencing others, grounded in trust and connection. Whether enhancing relationships with staff, the administration or other stakeholders, participants will learn new skills in achieving outcomes through connection.
Leadership Communication to Inspire Results

At the core, all work is accomplished through conversations and communications that lead to commitments for work products, meetings, agendas and strategies. Success, in the most simplistic terms, comes from one’s ability to make and fulfill promises. Many of the problems we face stem from broken or poorly crafted agreements and commitments. In this session, participants will learn how they can change their communication techniques to dramatically improve their effectiveness and lower their stress. Learn the core leadership skills that are at the heart of communicating effectively with others: making requests, delegating, listening, designing action and managing accountability.

Building Collaborative Teams

Many leaders recognize that building collaborative teams is a crucial skill, yet struggle to find the time and approach that will deliver the desired results, motivation and morale in staff and cross-functional teams. This session focuses on developing the skillsets and strategies needed to build a great team, and an organization that can handle the challenges of change, growth and evolving organizational priorities. Participants will learn how to establish clear roles and responsibilities, gain real commitment, and communicate when there is a breakdown.

Creating a Professional Network

Making personal and professional connections is an important skill for successful leaders. Your networks can be one of your most effective tools in reaching your goals – be it career, organizational or personal goals. Through your networks you can gain introductions, resources, collaboration, trusted advice, knowledge, and even purpose and balance. Building on the ideal of reciprocity, learn to value and nurture your contacts, while giving something back in return.

Leading from Vision

Being visionary/intentional is critical for success, yet most professionals find themselves reacting to daily events rather than intentionally looking forward and taking action towards a desired future. In this session, we will share key distinctions and strategies that help participants shift from being reactive to being purposeful, from being narrowly focused to being a visionary and purposeful at work and in life. Participants will experience a visioning exercise, as well as the tools and practices to help them practice visionary leadership beyond the workshop. We will explore what stops us from being visionary every day and identify small, but significant changes that can lead to greater effectiveness and higher satisfaction.