



Managing and mentoring trainees in the workplace

Hosting and employing young people, trainees and apprentices is a great way to bring new talent into your organisation. Their development however - and future career in the business - can rise and fall on the kind of mentoring and support you are able to provide.



Setting up an effective mentoring scheme and upskilling staff with mentoring skills is a great place to start.

That's where we come in...

Setting up mentoring schemes

We work with organisations to:

- Help create a mentoring culture
- Identify, select and match mentors to trainees
- Set standards for carrying out the mentoring role
- Set up an effective mentoring scheme alongside on-boarding, induction and on-and off the-job training
- Maintain consistency and quality of mentoring across multiple sites
- Provide training for staff and managers to develop valuable mentoring, coaching and interpersonal skills

[Contact the team](#) to chat through your requirements

Training for mentors

Delivered online or in-person as half-day or full-day training sessions, we can run a 12-hr CPD programme to help staff understand the mentoring role and develop their mentoring skills. This includes, for example:

1. Introduction to mentoring
2. Who can be a mentor
3. What makes mentoring work well
4. Knowledge and behaviours
5. Effective communication
6. The experience of being mentored
7. Preparing for student placements
8. Planning and running mentoring sessions
9. Flexing style to meet individual needs

- 10. Safety, health and wellbeing
- 11. Supporting students' learning
- 12. Concluding and reviewing the mentoring relationship



Who is this for?

Any organisation who is hosting young people, trainees and apprentices in the workplace i.e. employers, employer-providers. Mentoring can also benefit other employees in your business. The training will be relevant to all potential workplace mentors and those overseeing the mentoring scheme in your organisation.

[Contact the team](#) to chat through or book this in

Why SDN?

SDN are a team of impartial workforce development specialists.

Working closely with the Department for Education (along with CIPD, CBI, BCC and others), we've supported 900 employers to explore, launch and improve skills training within their organisation.

SDN recently created the 'Support for Industry Placement Mentors' programme for the Gatsby Charitable Foundation - an online training programme which provides aspiring mentors with the tools to carry out the mentoring role effectively and confidently.

We're trusted by employers because of the impartial expertise of our team. We bring together the right people to make sure you're supported by the best.

To find out how we can support you, please contact:



Mandeep Sandhu



e: **mandeep@strategicdevelopmentnetwork.co.uk**



t: **07983 921 877**