



MBCI  
partnering prosperity

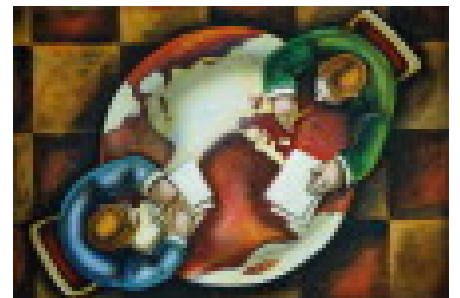
[renier@mbcint.com](mailto:renier@mbcint.com)  
[www.mbcint.com](http://www.mbcint.com)

**MENTORS and BUSINESS COACHES INTERNATIONAL**

**TRAIN** the

**(TTM)** programme 2010

**BUSINESS MENTOR**



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Tel: South Africa: 021-531 5078 International +61 500 599 777 [renier@mbcint.com](mailto:renier@mbcint.com)

**If you are called to be a Mentor:**

*Then we can equip you to be an effective  
Mentor and Business Coach.*



## **MBCI's Train the Business Mentor**

program is designed to transform individuals into credible mentors and business coaches. Mentors and business coaches who will stimulate others to expand their horizons, question assumptions and examine beliefs and values in order to develop their best potential according to their designed purpose.

An engaging 32 hours of group workshops covering 8 modules. These modules encourage personal and group interaction in a framework that allows individuals to support each other.

The 8 modules are:

Module 1: Introduction to Mentoring

Module 2: The Mentoring Roadmap

Module 3: The Foundations of Mentoring

Module 4: Mentoring Skills

Module 5: Barriers and Challenges to  
Mentoring

Module 6: Mentoring Tools

Module 7: The Planning Process

Module 8: Future Directions



At **MBCI** we understand your need to be an effective mentor and business coach. This practical facilitation-training program will prepare you in the use of sound principles in mentoring and business coaching. You will gain all the skills required and will be provided with a comprehensive manual and DMS with information that will enhance your abilities in mentoring and business coaching.

The entire **Train the Business Mentor** program is run over a six-month period and consists of two phases, i.e. **THE WORKSHOP** and the one-on-one **FIELDWORK SUPPORT**.

This phase of the **Train the Business Mentor** Program is the equipping and empowering stage. Participants will learn the fundamentals of a good mentoring and business coaching relationship. They will also be equipped and empowered with the tools that are needed to develop their clients in general business and people development skills.

**MBCI** Licensed Facilitators and experienced mentors and coaches will facilitate the workshop phase.

The workshops are scheduled over a two week period to allow time for reflection.

## TIM1

### INTRODUCTION TO MENTORING

*An overview of the program and an introduction to the concept of mentoring.*

- ⓪ What is TTM – summary of the learning outcomes
- ⓪ Defining Mentoring
- ⓪ The MBCI Learning Model
- ⓪ Summary of Outcomes
- ⓪ The Assessment Criteria
- ⓪ The Mentoring Relationship
- ⓪ The Roles of the Mentor
- ⓪ Characteristics of a Great Mentor

## TIM2

### THE MENTORING ROADMAP

*Setting the scene, exploring the stages of the mentoring relationship*

- ⓪ Establishing the Mentoring Relationship
- ⓪ Mentee Selection
- ⓪ The GROW Plan
- ⓪ Identifying the Mentee's Needs
- ⓪ Clarifying the Desired Outcomes
- ⓪ SMART Goal Setting
- ⓪ The Mentoring Agreement
- ⓪ Monitoring and Evaluating Progress
- ⓪ Adapting to Meet New Needs

## TIM3

### FOUNDATIONS OF MENTORING

*Harnessing the past through self-discovery and reflection, using our ethical framework to lead us into the future*

- ⓪ Understanding Yourself – Your Ethics, Your Style
- ⓪ The Impact of Your Moments of Choice
- ⓪ The Johari Window
- ⓪ Identifying Your Personal Maps
- ⓪ Ethical Decision Making
- ⓪ Values and Principles
- ⓪ Developing a Personal Values Statement
- ⓪ Leadership Styles
- ⓪ Leaders and their Followers
- ⓪ Situational Leadership
- ⓪ Developing Your Mentoring Code of Ethics

## TIM4

### MENTORING SKILLS

*Learning the skills that will enable you to be an effective mentor.*

- ⓪ The HOW of Mentoring
- ⓪ What Mentoring is not
- ⓪ Mind Mapping
- ⓪ Communication
- ⓪ Active and Reflective Listening
- ⓪ Questioning or Interrogation?
- ⓪ Using Body Language Effectively
- ⓪ Values to Others Principle
- ⓪ Time Management



## TIM5

### BARRIERS AND CHALLENGES TO MENTORING

*How to recognize and overcome the barrier to positive learning and change*

- ⓪ The Barriers to Mentoring
- ⓪ Using a Force Field
- ⓪ Overcoming the Barriers
- ⓪ The Challenges of Mentoring
- ⓪ Exploring the Capacity for Change
- ⓪ The DVP Formula for Change
- ⓪ Cultural Change



## TIM6

### MENTORING TOOLS

*The mentor's toolkit for effective problem solving*

- ⓪ Basic Analytical Techniques and Tools
- ⓪ Brainstorming
- ⓪ The 5 Whys
- ⓪ Project Ranking
- ⓪ Project Management
- ⓪ Force Field Analysis



## TIM7

### THE PLANNING PROCESS

*Facilitating your client to develop a personal plan based on the principles of life long learning*

- ⓪ The Personal Mentoring Plan
- ⓪ Plan to Improve
- ⓪ The Planning Process
- ⓪ The Principles of TQM
- ⓪ Continuous Improvement



## TIM8

### FUTURE DIRECTIONS

*Exploring the way forward for you the mentor, reviewing the course and evaluating the outcomes.*

- ⓪ Assessment
- ⓪ Revising our Action Plans
- ⓪ My Personal Code of Ethics
- ⓪ Your Mentoring Program
- ⓪ Questions
- ⓪ Program Evaluation



.....Commences with 24 hours of personalized one-on-one mentoring and executive coaching sessions that run over 24 weeks (six months). An **MBCI accredited mentor and business coach** will be assigned, after careful assessment of your profile and needs to work with you.

This phase is the experiential phase where the participants will get to experience first hand a live mentoring and business coaching relationship. Two things happen during this phase. One is that the participants experience mentoring and business coaching for themselves. Two is that they are further mentored and coached in the art of mentoring and coaching other individuals.

This aspect of the **Train the Business Mentor** program is key to the creation of competent and skilled mentors and business coaches and can be conducted before, before & after, or even after the workshop.



After completing the **Train the Business Mentor** program, you are now ready to go forward. You can now facilitate the following programs on your own:

1. Mentoring – where you will work one-on-one with clients to equip them to identify, clarify and generate solutions and strategies for change, in a safe and caring environment.

2. Mentoring - The focus is on learning, but not necessarily task specific, and may include a variety of attitudinal, strategic, and planning skills for the future.
3. Mentoring - Though the client will set the agenda, you will assist in identifying their needs, implementing actions and evaluating and measuring their progress.
4. Executive Coaching – where you will work one-on-one with a client to develop specific skills and behaviours to improve their performance. The focus is on training with you being in a position to demonstrate and model procedures and processes.

## TARGET AUDIENCE

The **Train the Business Mentor** program is ideal for leaders with senior management, director, own business and professional business advisor experience.

These professionals would typically be those who want to provide significance into the lives of others by using tried, tested and proven principles, which embrace and compliment the art of facilitation and problem solving.

We take a maximum of 12 participants per **Train the Business Mentor** Program.

## THE TOTAL PACKAGE

- 8 modules of interactive workshops over 4 days, over two weeks.
- 24 hours over 6 months one-on-one mentoring fieldwork support.
- Training materials and manuals.
- Morning/afternoon tea and lunch.

# MENTORS and BUSINESS COACHES INTERNATIONAL

## PROGRAMME DATES

The **Train the Business Mentor** program will be conducted throughout 2010 in all the countries where **MBCI** operates.

Since the size of a group is limited to 12 trainees per session, participants are requested to confirm their interest by sending an e-mail to [renier@mbcint.com](mailto:renier@mbcint.com) and request the application form for the Train the Business Mentor programme.

## APPLICATION & ACCREDITATION

**MBCI** will after receipt of your application form communicate with you as to an interview date to discuss enrolment in the program and the dates. **MBCI** offers accreditation to participants who have completed the **Train The Business Mentor** program successfully, on an invitation basis.

## YOUR INVESTMENT

The 32 hours, 4-day workshop price is R 5 500.

Payment schedule is R2 750 on registration & R2 750 before course commencement.

The 24 hours, 6 months one-to-one mentoring Field Work support is R21 600 payable in equal monthly instalments of R3 600. (All prices in this brochure exclude VAT).

## CERTIFICATION

A 'Certificate of Completion' of the **Train the Business Mentor** program will be awarded to every participant who completes both the 4 days of group workshops and the 24 hours of one-on-one fieldwork support.

