

# NETGroup Academy



## Effective Professional Mentorship for mentors

### Course Overview

Mentorship is the most effective mechanism in developing, and very importantly, retaining organizational talent. This course provides aspiring and practicing mentors with a practical framework and skills on how to successfully initiate, manage and conclude formal mentoring relationships with protégés as part of organizational mentoring programs designed to promote employee development.

Mentoring is not only essential for the development of newcomers in organizations, but is also of paramount importance in support of leadership development and grooming.

Mentoring is a process for the informal transmission of knowledge, social capital, and the psychosocial support perceived by the recipient as relevant to work, career, or professional development. Mentoring entails informal communication, usually face-to-face and during a sustained period of time, between a person who is perceived to have greater relevant knowledge, experience and skills (the mentor) and a person who endeavours to obtain these abilities (the protégé).

Effective mentorship ensures that maximum value is delivered in employee development.

### Topics

- Mentoring defined
- Mentoring vs. Coaching
- The essentials for mentors
  - What is the rationale for becoming a mentor?
  - Recognising all you have to offer
  - Helping your protégés lead the process
  - Dealing with generations
  - Being ready for transition when it's time
- Identifying learner need's
- The Johari window
- The formal mentoring skills
- The mentoring process in action
  - Identifying protégé needs
  - Setting goals
  - Developing individual development plans
  - Developing action plans
  - Support, guidance & reference
  - Keeping records
  - Evaluating the process

Course dates  
**TBA**

Course duration  
**2 days – 08:30 to 16:00 daily**

Course fees  
**R4 400 (incl. VAT)  
per delegate**

Course venue  
**NETGroup Academy  
28 Regency Rd  
Route 21 Corporate Park  
Cnr Boeing & Nelmapius Rd  
Irene, Centurion**

### What's included

- Domain expert facilitators
- Training Guide
- Quality Training Venue
- Lunch and Refreshments
- Ample Parking

Registration deadline  
**2 weeks prior to the  
scheduled course**

### Contact details

Tel: 012 345 6005 /  
0861 NET GRP

Fax: 012 345 6633

email: [academy@netgroup.co.za](mailto:academy@netgroup.co.za)

Private Bag X14  
Elardus Park  
0047

**0861 NET GRP**  
[www.netgroup.co.za](http://www.netgroup.co.za)



# NETGroup Academy



## Who should attend

- Network Planning Managers
- Generation Planners
- Transmission Planners
- Sub-Transmission Planners
- Distribution Planners
- Reticulation Planners
- Master Planning Specialists
- Load Forecasting Specialists
- Network Development Planners

## Take home tools

- Learner workbook
- Mentor toolkit

## Accreditation

This course is being accredited for 2 CPD points.

NETGroup Academy is registered with the ISETT SETA and Consulting Engineers South Africa as an accredited training service provider.



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## Outcomes

When you have completed this course, you will:

- Understand and describe the objectives, process, and methodology of mentoring
- Understand how to be a good mentor
- Know how to build effective mentor-protégé relationships
- Be able to describe and explain the mentoring process
- Be able to identify mentee needs
- Know how to prepare for and conduct the Initial Meeting
- Be able to prepare an Individual Development Plans and Action Plans with protégés
- Know how to assist and support a protégé
- Know how to guide and coach a protégé
- Know why and what records should be kept
- Understand how and why the mentoring process should be evaluated.

## About the Venue

The NETGroup Academy's training facility offers two multiple purpose instruction rooms each comfortably accommodating up to 20 students in multiple desk layouts.

Teas and lunches are arranged with the on-site cafeteria and ample parking is available for students.



As a training facility for adult professionals, the NETGroup Academy offers a flexible and technologically-advanced learning environment that is safe, healthy, comfortable, aesthetically-pleasing, and accessible. Business stations and wireless access points with **complimentary Internet access** are available to allow students to carry out some business functions or to quickly connect with their organizations if need be during or between their training sessions.

## Your Course Facilitator

### Karen Müller

B.Com Human Resources  
B.Com [Hons] Industrial Psychology  
B.Com [Hons] Industrial Sociology  
Human Resource Consultant



Karen has more than 15 years experience in human resource developmental sciences within the South African electricity and industrial environment. Her experience in recruitment and selection, HR management and organisational development provides a rich industry relevant backdrop against which NETGroup's mentorship training programme is facilitated.

From 2002 to 2005 Karen was based in London where she obtained exposure with regards to mentoring and coaching, performance management, disciplinary procedure, training and personal development of personnel at all levels within organisational structures.

Since 2005, Karen has been actively involved recruitment projects in support of Eskom's drive to recommission the Camden, Komati and Grootvlei power generation units.