

# Mentoring and Facilitation Skills

## *Professional English Workshop*

Whether you work in a corporate environment, in education, in health care or in social work, there will always be groups and individuals who need your support. By developing your mentoring and facilitation techniques, you will be able to manage more effectively, improve performance in the workplace, and make a significant difference to people's lives.

In this half-day workshop, you will learn about the mentoring process and develop your mentoring and facilitation skills in role plays and group work. The workshop is held in English and covers the following themes.

- Why mentor?
- What is (and isn't) mentoring
- Roles and responsibilities of a mentor
- Getting started, building trust and rapport, developing the relationship
- The mentoring process
- Questioning and listening techniques
- Giving feedback
- Ethical issues in mentoring
- Transferring mentoring skills to the corporate environment

**Trainer:** Philip Ashford

**Date:** Friday, 26 May 2017

**Time:** 14:00 – 18:30

**Room:** C1.31 (C-Building, first floor)

**Registration:** Please register by email to [ashford@dhw-vs.de](mailto:ashford@dhw-vs.de), stating your name and department (*Studiengang/Fakultät*) by Wednesday, 24 May 2017.

**Further info:** The workshop is open to DHBW VS students and staff, and is free of charge. Participants will receive a certificate of attendance on completion

**About the trainer:** Philip Ashford is an experienced and accredited business adviser with a background in the private and public sector. He is Director of Enterprise Exchange, a social enterprise in the UK that provides self-employment support for offenders, ex-offenders, the long-term unemployed, and others who experience additional barriers to starting their own business. He holds an MBA, a Diploma in Performance Coaching, is a Prince 2 Practitioner, registered Growth Accelerator coach and SFEDI Accredited Business Advisor.