

# Certificate of Attendance

*Presented to*

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***“Mentoring”***  
***(3 hours)***

## **Objectives:**

- Understand the role, purpose and function of a mentor
- Identify the skills necessary to undertake this role successfully
- Establish the basic foundation for a successful mentor-mentee Relationship
- Identify the benefits and limits of mentoring
- Consider the challenges and logistics of mentoring
- Outline mentoring techniques
- Deal with mentee expectations
- Consider the context for mentor and mentee
- Work out when to go and when not to go the “extra mile”

Trainer \_\_\_\_\_

Organisation \_\_\_\_\_

Date \_\_\_\_\_



This project is funded and supported by:



**Office  
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Volunteers**