

HR Mentoring Skills Training

Date	Time	Duration	Venue	CPD	Cost (Excl. VAT)PP
21st - 22nd Apr, 2023	08:30 AM-11:30 AM	2 Day(s)	Webinar, Zoom	2	2,000.00

Course Overview

How do you get results when the role of leader keeps changing? The best step you can make today to be a more effective leader from now on is to build your mentoring skills! Mentor underachievers to more success and turn good workers into superstars! Finally, get critical how-to's for mentoring success.

Course Objectives

By the end of this program, participants will be able to;

- Explain why do we need to Mentor people.
- List the responsibilities of a Mentor.
- Discuss the Parameters to assess Mentees.
- Explain how to enhance Mentees' Performance.
- Describe the Principles of Designing Mentoring Process.
- Describe the elements of an Effective Mentoring Process.
- Describe characteristics of an Effective Mentoring Process.
- Explain the how to give feedback while Mentoring.
- Explain how to Mentor different types of Personalities.
- Explain the how to Mentor people for Growth.
- Discuss the Development Tools used for Mentoring.
- Discuss the role of Learning & Development in Mentoring.
- List the criteria for Evaluation of Mentoring Process.
- Explain the importance of Self-Confidence for a Mentor.
- List the Tips for better Mentoring.

Target Groups

This training is suitable to a wide range of professionals but will greatly benefit;

- Managers and supervisors responsible for team performance.
- Human Resource Managers
- Legal advisors and compliance officers.
- Leaders and Managers,
- HR Officers

Video Link(s)

Module Title	Video Link
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HR Mentoring Skills ~ Part 1	https://www.youtube.com/watch?v=O9YPIHlJVhU
HR Mentoring Skills ~ Part 2	https://www.youtube.com/watch?v=JmisNAdjT_U

Den PN Gathitu

CHRP. Den PN Gathitu

Secretary General

Academy of Certified Human Resource Professionals

To:	PROFORMA INVOICE	DATE: 25:01:2026

QTY	DESCRIPTION	NET (KES)	VAT (KES)	GROSS (KES)
1	HR Mentoring Skills	2,000.00	0.00	2,000.00
GROSS (KES): Two Thousand				2,000.00

PARTICIPANT(S) DETAILS			
NO.	NAME	EMAIL ADDRESS	TELEPHONE

PAYMENT DETAILS		
M-PESA Pay Bill No: 247247 Account No.: 300245 Amount: KES 2,000.00		
BANK NAME	ACCOUNT NAME	ACCOUNT NUMBER
Equity Bank	Academy of Certified Human Resource Professionals Ltd	1 2 9 0 2 7 1 2 4 5 7 5 3
Bank Branch: Kenyatta Avenue	Branch Code: 129	Swift Code: EQBLKENA

FUNDING CONFIRMATION / TAX DETAILS	
I, the undersigned, confirm that funds are available for the above training.	
Name of Organization:	
Org. KRA PIN: Org. Mobile No.:	
Confirmed By: Position:	
Signature: Date & Stamp:	

NOTE THAT:	
1. Only those Delegates whose fees have been paid in full will be allowed to the event	
2. Send a scanned copy of the duly completed Nomination Form to admin@achrp.org	
The above training Cost does not include Transport & Accommodation	