



University of
Nottingham

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Mentoring for employee development

5-6 September 2019

Pullman Kuala Lumpur City
Centre Hotel and Residences



Mentoring for employee development

Mentoring is a partnership between two people (mentor and mentee) normally working in a similar field or sharing similar experiences. It is a helpful relationship based upon mutual trust and respect. Today, more and more businesses are embracing the concept of mentoring as a professional development tool. Through mentoring, organisations are seeing dramatic improvements in efficiency, productivity and, of course, the passing of institutional knowledge and leadership skills from one generation to the next. In any field, having a professional mentor can help individuals develop and advance their careers. Mentors are especially important in the non-profit sector, where structured career development opportunities are not always readily available.

This is a two-day programme for managers with the responsibility of developing talent as part of the organisation's succession planning, as well as staff who are in position of mentoring or implementing mentoring programmes in their respective organisation.

The primary focus of this training is to provide you with an overview on the use of mentoring as a powerful personal development and empowerment tool which can help people to progress in their careers. The course will be delivered using presentations, discussions, case studies and role plays that will help you understand and appreciate the concepts, journey and benefits of mentoring.

Learning outcomes

After completion of the training, you will be able to:

- Comprehend the idea behind mentoring and why it is needed
- Develop the knowledge on how to plan, implement and monitor a mentoring programme
- Evaluate the success of a mentoring programme
- Learn the strategies to develop and maintain a mentoring relationship
- Understand the difference between mentoring and coaching

Method of training and assessment

- PowerPoint presentations
- Case exercises
- Flipchart presentations for brainstorming
- Presentation from participants

Programme outline

Day one

Mentoring as the way forward for employee development

- Designing a mentoring programme
- How is mentoring different from coaching?
- Tools and techniques
- Types of mentoring
- What is mentoring in the business world and why it is necessary?

Day two

Driving a successful mentoring relationship

1. Navigating The Mentoring Relationship
2. Managing a Mentoring Programme
3. Programme implementation by structuring effective operations
4. Evaluating the Mentoring Programme

Programme leader



Ms Vanitha Ponnusamy is an Assistant Professor of Organisational Management at Nottingham University Business School Malaysia. She has a degree in Anthropology and Sociology and a Masters in Human Resource Management. She has been teaching and training on topics related to Sociology, Organisational Behaviour and Human Resource Management for

the past 19 years. She is also the Campus Senior Tutor who manages peer mentoring to improve students teaching and learning experiences. Currently she is pursuing her PhD in Sustainability, particularly in looking at responsible business decisions. In addition, she is also engaged in cross disciplinary research on the social dimension of human-elephant conflict. She is a Malaysian Human Resource Development Fund (HRDF) Certified Trainer (TTT/7180).

Further information

To find out more about this programme, please contact Nottingham University Business School (NUBS) Malaysia Executive Education or visit our website

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🌐 nottingham.edu.my/Business/ExecutiveEducation

Programme outline

Time	Day 1	Time	Day 2
8.30am	Registration	8.30am	Registration
9am	<p>Programme briefing, objectives and outline</p> <p>What is mentoring in the business world and why it is necessary?</p> <ul style="list-style-type: none"> Understanding mentoring Why do you mentor? <p>(Listen to a video excerpt and roll a discussion from there)</p>	9am	<p>Recap of day one</p> <p>Navigating the mentoring relationship</p> <ul style="list-style-type: none"> Skills required for mentor and mentee Roll out discussion from video
10.45am	Coffee break	10.45am	Coffee break
11am	<p>Types of mentoring</p> <p>Breakout activity</p> <ul style="list-style-type: none"> Case scenario exercise (Reflect on the need for mentoring in your organisation) Presentations 	11am	<p>Managing the mentoring programme</p> <ul style="list-style-type: none"> Timeline for implementation of a mentoring programme <p>(This session will be supported by various group activities)</p>
1pm	Lunch	1pm	Lunch
2pm	<p>How is mentoring different from coaching?</p> <p>Designing a mentoring programme</p> <ul style="list-style-type: none"> Refer to the table given for discussion (for mentoring and coaching) Tools and techniques Group activity 	2pm	Programme Implementation and structuring effective operations
4pm	Coffee break	4pm	Coffee break
4.15pm	Practice and sharing of ideas on the design of a mentoring programme	4.15pm	Evaluation of a mentoring programme – key considerations
5.30pm	Key take away points	4.45pm	Key take away points
	End of day one	5.30pm	End of training session



Programme registration form 2019

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Fee

Early bird price: RM2,500/person

Normal price: RM2,600/person

Group of three and above: RM2,200/person (for more than three delegates attending from the same company/ institution)

Registration and payment

The registration form must be fully completed and signed and must be received by Nottingham University Business School before **2 August 2019** together with your payment.

A/C Name: The University of Nottingham in Malaysia Sdn Bhd
Bank: HSBC Bank (M) Bhd
Bank Address: KL Main Office, 2 Lebu Ampang, 50100 Kuala Lumpur
Branch: Kuala Lumpur
Swift Code: HBMBMYKL
Account No.: 301-879391-101

Please send the registration form together with payment details to:

Nottingham University Business School
University of Nottingham Malaysia
Jalan Broga, 43500 Semenyih, Selangor, Malaysia

Human Resources Development Fund (HRDF) claims

- The course fees may be claimed under Skim Bantuan Latihan (SBL) of HRDF subject to terms and conditions.
- Organisations wishing to claim HRDF can submit this brochure to HRDF for approval. The brochure contains the necessary information for HRDF to process.

Terms and conditions

If the designated participant cannot attend the workshop, a substitute attendee is permitted. However if a confirmed participant or substitute attendee does not attend the workshop, the fee is still liable in full. Changes in the workshop date, venue, time, trainers and fees can occur from time to time and the organiser reserves the right to reschedule/cancel the workshop and/or amend any information in this brochure. In any circumstances, the organiser's liability is limited only to the refund of paid registration fee.

Certificate of completion

Upon completion of the programme you will receive a Certificate of Completion from the University of Nottingham Malaysia.

The University of Nottingham in Malaysia Sdn Bhd
is a HRDF Certified Training Provider.



The University of Nottingham has made every effort to ensure that the information in this leaflet was accurate when published. Please note, however, that the nature of the content means that it is subject to change from time to time, and you should therefore consider the information to be guiding rather than definitive.

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e: alternativeformats@nottingham.ac.uk

General information

Programme name

Full name

Name you want to be referred to

Male/female

IC number (passport for non-Malaysians)

Nationality

Date of birth (day/month/year)

Position in organisation

Department in organisation

Name of organisation

Address of organisation

Work telephone number

Mobile telephone number (personal)

Email (office)

Email (personal)

Objectives

What do you hope to gain from this programme?

Work experience

Please list your job roles starting with your current position. If all positions are in the same company, please give the major promotional sequence.

Name of organisation	Last position	From (year)	To (year)

Education

Please list highest qualifications obtained.

Name of institution	Qualification	Year obtained

Administration

Do you require a vegetarian diet? Yes No

How did you learn about this programme? Website Email notification Other (please specify)

I confirm that all the information provided in this application is accurate:

Signature of applicant

Date (day/year/month)