

ASSOCIATION OF ANAESTHETISTS
MENTORING DEVELOPMENT PROGRAMME
with
COACHING AND MENTORING CONSULTANTS

Please read this letter and attachments carefully as they contain important information, and pre-course work.

We are pleased that you have accepted the offer of a place on the programme and we hope that you enjoy developing your mentoring skills. The programme is designed so that each session builds on the previous one, with intensive skills practice, and so it is important for you and the other participants that you attend all sessions. The dates are:

- 1. Session 1 Wednesday October 13th**
- 2. Session 2 Friday October 15th**
- 3. Session 3 Tuesday November 9th**
- 4. Session 4 Tuesday December 14th**

All sessions 9.00am- 3.30pm

1. You should have a copy of Coaching and Mentoring at Work: Developing Effective Practice by Mary Connor and Julia Pokora, Open University Press 2017, 3rd edition **Please read chapters 2 and 6 before the programme starts.**
2. Please print the timetable for sessions 1 and 2 and the reflective practice brief, and bring to the first session
3. Please print pages 5-14 from the attached workbook and bring to the first session: you will need these pages for note taking so single sided copying is best.
4. During the programme there is a focus on developing practical skills. Effective mentoring training works best with real life issues, not role-play. The tutors, when demonstrating elements of mentoring, will use their own real topics and issues. You'll work in small groups with colleagues and a facilitator, both practising skills as a mentor and being a 'mentee'. When you are the mentee, we ask you to bring an issue, a real opportunity or problem, which you want to move forward with and are willing to be mentored on, during the practice session.

So, in advance of the programme, it would be helpful if you would identify some current opportunities or problems that you have and that you would be comfortable talking about in the 'mentee' role in a small group. These issues should be:

- Your own and real, not a made-up or 'typical' issue
 - Current and not yet resolved
 - Medium weight in terms of importance to you, i.e. not so trivial that the outcome does not matter but neither too significant or overwhelming for you right now
 - Ones that you are prepared to disclose to colleagues during small group skills practice
5. The programme will start promptly at 9.00am each day. Prior to our first session, please check that your zoom video and audio is working well on as large a screen as you have access to: *mobile phones are not recommended*. Try to avoid any backlit settings to improve the video image, and *find a private location where you will not be interrupted and practice sessions cannot be overheard*. Below is zoom meeting link which will work for all sessions. We suggest you join at 8.55am to establish your connection.

<https://us02web.zoom.us/j/83422013507?pwd=NIhranICTWMOR3A4amRpSW5IN0NqZz09>

We look forward to working with you.

Yours sincerely

Julia Pokora and June Smailes

Coaching and Mentoring Consultants