

THE MENTORING POCKETBOOK

By Geof Alred, Bob Garvey & Richard Smith

Drawings by Phil Hallstone

"Mentoring is probably the most powerful developmental process people can experience. And when it works, it develops two for the price of one. *The Mentoring Pocketbook* is a no-nonsense primer for the first-time mentor or mentee."

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Mentoring Pocketbook

Alan Evans



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Mentoring Pocketbook Geof Alred, 2014-09-04 The Mentoring Pocketbook now in its third edition shows how to design and manage a mentoring scheme how to prepare to be a mentor how to conduct mentoring sessions how to maintain the relationship through the different stages and how to evaluate mentoring Before looking at the actual mentoring process the authors deal with the uses of mentoring within organisations particularly in the context of managing change and mission value statements and explain how mentoring differs from coaching training and appraisals The process of mentoring is explained with the aid of a 3 stage model This can be used to assess yourself as a mentor as a map to guide you through the process as a review tool and as a means to develop the mentee's ability to use the model independently Subsequent chapters explore the mentor mentee relationship and address key issues and questions Although primarily aimed at the mentor The Mentoring Pocketbook is also helpful to mentees A consistently best selling title within the Management Pocketbooks Series Mentoring is probably the most powerful developmental process people can experience And when it works it develops two for the price of one The Mentoring Pocketbook is a no nonsense primer for the first time mentor or mentee Prof David Clutterbuck Co founder The European Mentoring and Coaching Council The Mentoring Pocketbook is the basis of the Mentoring Programme at M venpick Hotels Resorts Mentoring has been fundamental to supporting our approach to talent development throughout the company Not only is it providing our top talent with the support they need to make the challenging transition to more senior leadership roles but it also supports our current generation of business leaders Mentoring has greatly enhanced their unique contribution to the company and the company's learning and development culture Bruce Harkness VP Learning Development M venpick Hotels Resorts Management AG *The Mentoring Pocketbook* Geof Alred, Bob Garvey, Richard Smith, 2000 SMALL 4 X 6 BOOK PROVEN TIPS TOOLS AND TECHNIQUES FOR MENTORS

Mentoring Pocketbook GEOF. GARVEY ALRED (BOB.), Bob Garvey, 2019-04-15 **The Mentoring Pocket Book** Geof Alred, 2000 **Differentiation Pocketbook** Peter Anstee, 2014-07-15 A glance at the history books or the pages of a Dickens novel reminds us how far education has come since the days when pupils sat silently in rows memorising knowledge imparted by the teacher Learning was passive and only gender and social class affected provision In today's schools learning is at the centre of what we do and differentiation the process of modifying a lesson or part of a lesson for one or some of the learners is a fundamental part of teaching Turning theory into practice and including 20 key types of differentiation this Pocketbook is about planning and teaching creative student focused lessons where every learner is appropriately challenged and where engaged stimulated and motivated students work in a state of flow In this kind of environment true differentiation serves not to label but to enable Peter Anstee's book is simple but not simplistic It is not an idiot's guide but rather it reminds the initiate and the seasoned pedagogue of the fundamental importance of differentiation to effective teaching and learning Its informed and mercifully succinct overview of the theory and manifold practical strategies provide an ideal companion for

the busy professional Pete Fishleigh Faculty Leader English Brentwood County High School This gem of a book doesn't disguise the challenge differentiation presents but it is packed full of practical techniques which are easily incorporated into any lesson It inspires informs and gives the reader the confidence to improve their practice A must have for teaching today Alice Edge 2nd in MFL Responsible for Community Languages Valentines High School This Pocketbook provides all the tips necessary to an outstanding teacher since all the key strategies which help students to learn more effectively are included The theories are easy to understand because they are clearly linked to classroom practice and experimentation seems possible Debbie Kirk English Consultant School Improvement and Early Years Essex LA Coaching Pocketbook Ian Fleming, 2014-07-15 Coaching is aimed at improving performance at work This is done by turning the activities people do into learning situations in a planned way and under guidance The Coaching Pocketbook defines the coach's role and explains how coaching differs from the other helping skills of advising instructing counselling and mentoring There are four key stages to coaching namely assessing current performance levels setting outcomes for learning agreeing tactics initiating action and giving feedback The author explains each stage and then moves on to summarise the various skills required Next the opportunities for coaching and the potential pitfalls are highlighted A checklist and a case study end the Pocketbook on a practical note Encapsulated my belief in the potential of people and showed me how to translate this into appropriate action For UK plc to win a global marketplace it is essential for managers and leaders to understand learning and to develop coaching skills This pocketbook provides a very readable insight into understanding the challenge An amazing amount of ground has been covered in this little book it unravels a complex subject in a very practical and easy to understand format

Raising Achievement Pocketbook Caroline Bentley-Davies, 2015-09-16 The drive in schools to ensure that all students reach their potential is fuelled by a wealth of data for tracking progress and revealing which groups and individuals are underachieving The challenge for teachers is to find strategies that close the gap allowing every pupil the best possible chance of success With characteristic energy Caroline Bentley Davies shows how to strengthen learning and engagement so boosting progress and attainment After dispelling some commonly held beliefs about raising achievement Caroline describes a climate for achievement Drawing on education research on feedback metacognition and motivation she brings theory to life with examples and case studies Her section on exams and revision cleverly applies the theory of marginal gains and elsewhere she highlights the role of parents and peers and stresses the importance of great CPD A thought provoking read that could raise your game and improve student outcomes **Icebreakers Pocketbook** Alan Evans, 2015-09-16 The Icebreakers Pocketbook contains some 40 original activities that will enable trainers to add impact to their training workshops The activities are grouped together according to their suitability for particular areas of training for example assertiveness communication coaching mentoring people management teams and trainer training For each activity the authors describe the aims outcomes and relevance of the learning and provide full user instructions along with information

on timing number of participants materials required necessary trainer knowledge and possible variations Most of the activities take between 10 and 30 minutes to complete There are those suitable for small groups and those appropriate for any number of people A good read

Head of Department's Pocketbook Brin Best, 2014-01-01 This third edition of the Head of Department's Pocketbook will support middle leaders in both primary and secondary schools in carrying out their jobs confidently and efficiently Authors Brin Best and Will Thomas know from experience that managing diverse teams in a climate of inflated performance expectations is no easy task They devote a section of the Pocketbook to leadership and management encompassing vision goals and creativity as well as challenging adult behaviours up skilling influencing and motivating colleagues A later chapter called Raising Student Achievement looks at excellence in the classroom and includes material on enriching and supporting learning data use and lesson planning Effective documentation and raising the profile of your department or curriculum area are also explored Whether you're new to middle leadership or a seasoned hand you'll find the self evaluation checklist at the end of the book a useful professional development tool

Coaching and Mentoring Bob Garvey, Paul Stokes, David Megginson, 2008-11-18 Coaching and mentoring are fast becoming essential aspects of modern managerial practice With this growth comes an increasing number of students embarking on mentoring and coaching courses The authors well respected and trusted scholars in the field provide an authoritative text with a comprehensive overview and critical grounding in the key concepts models and research studies in coaching and mentoring and answer important questions such as What does coaching and mentoring involve What is its value and How can the added value of mentoring and coaching be demonstrated Examples are drawn from a variety of sectors including private businesses public and voluntary organizations and schools Contemporary debates are explained and chapters include features such as case studies research questions and helpful tips to support the reader To gain a wider perspective there is a chapter which provides critical comment on the state of the art in the US while the final chapter offers the first attempt at developing a unified theory of coaching and mentoring by drawing on their respective antecedents

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