

## Workbooks & Tools

***Mentoring for Results (MFR) Workbook for Colaboro Users*** – Contains activities for a half-day course. Teaches partners how to work together productively & how to use key functions of the Colaboro Mentoring Management System. Best used with MFR Training Video & Facilitator’s Guide (see below).

***Mentoring for Results Workbook*** – Contains activities for a half-day course for partners. Best used with MFR Training Video & Facilitator’s Guide (see below).

***Mentoring Action Guide for Career Development*** –

***Mentoring Action Guide for Developing Leaders*** –

Each contains additional activities & unique materials for training partners over a full day. Customizable.

***Mentoring Style Indicator*** – Our most popular tool (11 versions). Self-administered/scored/interpreted. Trains partners to develop a solid relationship & greater flexibility because they gain crucial insights into style of assistance a Protege likes to receive & a Mentor likes to provide. Diagrams: Gray’s 4 Mentoring Styles & The NEW Mentoring Paradigm. Some customization possible for orders over 2,500.

***Mentoring 6-Step PocketCard*** – Useful summary of key mentoring concepts/skills – The 6-Step Mentoring Process & The NEW Mentoring Paradigm. Accompanies MFR video & Workbooks. Diagram: Gray’s Mentor-Protégé Relationship Model.

***Protege Needs Inventory*** – Self-administered/scored. Indicates type & degree of help needed (protégé), & type & degree of help/expertise that can be provided (mentor). Pinpoints important protege goals quickly & accurately. (Versions: Newer Hires & Career Development)

***Action Planning Guide*** – During training, partners use Action Planning Guide to convert talk into action steps to achieve desired goals. Accelerates relationship as it provides essential structure to stay on track.

***Coaching Improved Person-Job Fit*** – A complete one-day course. Workbook contains assessment scales & research-based 5-Step Systematic Coaching Process to improve learner’s fit with the job. Used in conjunction with popular *Personal Style Indicator* & *Job Style Indicator*. Can be used to coach direct reports.

***Build Better Teams*** – Workbook activities teach, in one day seminar, how 4 Personal Styles hinder or contribute to the 4 Stages of Team Building & Transformational teamwork. Best used to build better teams from the outset, but can also enhance existing teams. (*Personal Style Indicator* supplies scores).

## Videos, CDRoms & Trainer’s Guides

***Mentoring for Results Training Video / CDRom*** -- 19 minutes of intensive, life insights as a real protégé learns how to deal with a particularly challenging problem she hasn’t been able to solve on her own. Shows how to use 4 Mentoring Styles to equip & empower, plus 6-Step Mentoring Process that builds effective & efficient relationship. Mentoring behaviors & their impact are subtitled & explained.

***Facilitator’s Guide for using Mentoring for Results with Colaboro***– Details how to use MFR Workbook & Training Video. Explains how to teach both use & value of key Colaboro Mentoring Management System online functions, start to finish such as: create Coaching Plans & Mentoring Action Plans, report progress, complete a mentoring Agreement, evaluate benefits.

***Mentoring for Results Trainer’s Guide*** – Explains how to use MFR training video & Mentor-Protege Workbook together. Can be used independently of Colaboro for any type of program.

***Leader’s Guide for Mentoring Style Indicator*** – Describes: 4 Mentoring Styles & related behaviors; negative consequences that result when each partner gets stuck in one or more behaviors that will undermine the relationship; five ways to use this tool. Two pages can be reproduced for use by participants during training.