



The Mentoring Manual

Mike Whittaker and Ann Cartwright

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A good mentoring scheme can have a transformational effect on both the people it is designed to help (the mentees) and those providing the help (the mentors). But, as with other work-based development processes, it needs commitment, reflection, planning and resources to make the scheme work.

The Mentoring Manual reflects many of the prerequisites for a successful mentoring scheme and qualities of an effective mentor:

- Exceptional breadth of experience - wide-ranging examples from businesses, the voluntary sector, higher and secondary education;
 - Access to new ideas and best practice - alongside the ideas and examples, there are forms, questions, exercises and other photocopyable materials for the trainer or facilitator;
 - A belief in enabling people to develop their own solutions - this isn't a blueprint for you to pick up and follow, rather a series of signposts that you can follow or ignore in developing your own scheme;
 - A recognition of the value of a holistic approach - there's help here on understanding mentoring, planning and designing a scheme, selling the concept to others, launching and sustaining the scheme, developing mentors and mentees, as well as reviewing the success of what you are doing;
 - A language that people can understand - the style and the structure of the book make it very easy to find your way around.
- This is a book for someone who really wants to know how to make a success of their mentoring scheme ... starting today.

Mike Whittaker and Ann Cartwright provide you with the enthusiasm, the theory and practical materials for starting a new scheme or revitalizing an existing one. They will also help you to win over the decision makers, recruit mentors and mentees and develop champions for the mentoring cause.

You need to provide the commitment to the mentoring process along with an openness to new ideas. The Mentoring Manual will provide a catalyst for practically everything else.

Contents

List of forms; List of OHP transparency copies; Introduction; Mentoring in operation; Practical considerations; Taking action; Developing mentoring skills; Writers' personal reflections; Recommended reading; Index.

About the Author

Mike Whittaker had considerable experience as a personnel manager, before becoming an independent trainer, specializing in management skills. He is co-author of 32 Activities on Coaching and Mentoring and 50 Activities for Achieving Change, both published by Gower.

Ann Cartwright has worked in the field of Human Resource Management and Development for over 25 years, both as a manager and a consultant., and was Chief Executive of a Nottingham based charity. Ann is now Director of her own consultancy: Brooke NcNee Limited. She is co-author of 32 Activities on Coaching and Mentoring and 50 Activities for Achieving Change.

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