

LEADERSHIP & MANAGEMENT | COURSE BROCHURE

Mentoring Programmes: Design and Practice

5 days | Classroom training | English

SMART HORIZON

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Amsterdam
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Explore current programmes

https://smart-horizon.eu



Course content

Why attend

Mentoring accelerates development, transfers knowledge and strengthens engagement and retention. This course covers both the design of organisational mentoring programmes and the skills of effective mentors and mentees. Participants learn how to define programme objectives, match pairs, structure mentoring relationships, support and evaluate programmes, and practise the conversations that make mentoring valuable.

Mentoring programmes often start with enthusiasm but lose momentum without clear structure and skilled mentors. This course helps you design programmes that deliver results and develop the mentoring skills to support others effectively.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course combines programme design workshops, mentoring skills practice, case studies of successful programmes and evaluation exercises.

Course objectives

By the end of this course, participants will be able to:
• Explain the benefits and types of mentoring
• Design a mentoring programme aligned with organisational goals
• Select and match mentors and mentees
• Structure mentoring relationships and agreements
• Apply core mentoring skills in practice
• Evaluate and sustain mentoring programmes

Target audience

This course is suitable for:
• HR and learning and development professionals
• Talent and diversity managers
• Senior managers acting as mentors
• Programme coordinators
• Leaders establishing knowledge transfer initiatives



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Target competencies

Participants will develop competencies in:
- Mentoring programme design
- Matching
- Mentoring conversations
- Knowledge transfer
- Programme evaluation
- Relationship management

Course outline

Day 1: The Value of Mentoring

09:00–09:54	Mentoring versus coaching and sponsorship
09:54–10:48	Traditional, reverse and group mentoring
10:48–11:00	Business benefits and use cases
11:00–11:30	**Coffee break**
11:30–12:12	Business benefits and use cases (continued)
12:12–13:06	Success factors and common pitfalls
13:06–14:00	Exercise: Defining mentoring needs

Day 2: Designing the Programme

09:00–09:54	Objectives and target groups
09:54–10:48	Programme structure and duration
10:48–11:00	Recruiting mentors and mentees
11:00–11:30	**Coffee break**
11:30–12:12	Recruiting mentors and mentees (continued)
12:12–13:06	Matching approaches
13:06–14:00	Workshop: Programme design



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Day 3: Mentoring Relationships

09:00–09:54	Mentoring agreements and boundaries
09:54–10:48	Stages of a mentoring relationship
10:48–11:00	Confidentiality and trust
11:00–11:30	**Coffee break**
11:30–12:12	Confidentiality and trust (continued)
12:12–13:06	Ending relationships well
13:06–14:00	Case study: A mentoring relationship in difficulty

Day 4: Mentoring Skills

09:00–09:54	Listening and questioning
09:54–10:48	Sharing experience without directing
10:48–11:00	Supporting goal setting
11:00–11:30	**Coffee break**
11:30–12:12	Supporting goal setting (continued)
12:12–13:06	Mentee responsibilities
13:06–14:00	Practice: Mentoring conversations

Day 5: Supporting and Evaluating

09:00–09:54	Training and supporting mentors
09:54–10:48	Programme administration and tools
10:48–11:00	Measuring outcomes
11:00–11:30	**Coffee break**
11:30–12:12	Measuring outcomes (continued)
12:12–13:06	Continuous improvement
13:06–14:00	Capstone: Mentoring programme plan

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the



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sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	9 Nov 2026	13 Nov 2026	**€3,150.–**
Online Confirmed dates	9 Nov 2026	13 Nov 2026	**€1,250.–**
Frankfurt Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,650.–**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.–**
Kuala Lumpur Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,450.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**€1,250.–**
Paris Confirmed dates	14 Dec 2026	18 Dec 2026	**€2,860.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Istanbul Confirmed dates	11 Jan 2027	15 Jan 2027	**€2,650.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**€1,250.-**
Cape Town Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,890.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**
Amsterdam Confirmed dates	25 Jan 2027	29 Jan 2027	**€2,540.-**
Online Confirmed dates	25 Jan 2027	29 Jan 2027	**€1,250.-**
Singapore Confirmed dates	8 Feb 2027	12 Feb 2027	**€2,820.-**
Online Confirmed dates	8 Feb 2027	12 Feb 2027	**€1,250.-**
London Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Dubai Confirmed dates	8 Mar 2027	12 Mar 2027	**€3,150.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**€1,250.–**
Barcelona Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,840.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Frankfurt Confirmed dates	22 Mar 2027	26 Mar 2027	**€2,650.–**
Online Confirmed dates	22 Mar 2027	26 Mar 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,450.–**
Online Confirmed dates	12 Apr 2027	16 Apr 2027	**€1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Paris Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,860.-**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.-**
Istanbul Confirmed dates	10 May 2027	14 May 2027	**€2,650.-**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.-**
Cape Town Confirmed dates	17 May 2027	21 May 2027	**€1,890.-**
Online Confirmed dates	17 May 2027	21 May 2027	**€1,250.-**
Amsterdam Confirmed dates	24 May 2027	28 May 2027	**€2,540.-**
Online Confirmed dates	24 May 2027	28 May 2027	**€1,250.-**
Singapore Confirmed dates	14 Jun 2027	18 Jun 2027	**€2,820.-**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	14 Jun 2027	18 Jun 2027	**€1,250.–**
London Confirmed dates	21 Jun 2027	25 Jun 2027	**€2,450.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.–**
Dubai Confirmed dates	12 Jul 2027	16 Jul 2027	**€3,150.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.–**
Rome Confirmed dates	19 Jul 2027	23 Jul 2027	**€2,450.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**€1,250.–**
Frankfurt Confirmed dates	26 Jul 2027	30 Jul 2027	**€2,650.–**
Online Confirmed dates	26 Jul 2027	30 Jul 2027	**€1,250.–**



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Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Kuala Lumpur Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,450.-**
Online Confirmed dates	9 Aug 2027	13 Aug 2027	**€1,250.-**
Paris Confirmed dates	23 Aug 2027	27 Aug 2027	**€2,860.-**
Online Confirmed dates	23 Aug 2027	27 Aug 2027	**€1,250.-**
Rome Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,450.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Istanbul Confirmed dates	13 Sept 2027	17 Sept 2027	**€2,650.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**€1,250.-**
Amsterdam Confirmed dates	20 Sept 2027	24 Sept 2027	**€2,540.-**



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Dates, venues and fees (continued)

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Online Confirmed dates	20 Sept 2027	24 Sept 2027	**€1,250.–**
Singapore Confirmed dates	11 Oct 2027	15 Oct 2027	**€2,820.–**
Online Confirmed dates	11 Oct 2027	15 Oct 2027	**€1,250.–**
London Confirmed dates	25 Oct 2027	29 Oct 2027	**€2,450.–**
Online Confirmed dates	25 Oct 2027	29 Oct 2027	**€1,250.–**
Dubai Confirmed dates	8 Nov 2027	12 Nov 2027	**€3,150.–**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.–**
Vienna Confirmed dates	15 Nov 2027	19 Nov 2027	**€2,940.–**
Online Confirmed dates	15 Nov 2027	19 Nov 2027	**€1,250.–**



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Dates, venues and fees (continued)

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Frankfurt Confirmed dates	22 Nov 2027	26 Nov 2027	**€2,650.–**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.–**
Kuala Lumpur Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,450.–**
Online Confirmed dates	6 Dec 2027	10 Dec 2027	**€1,250.–**
Paris Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,860.–**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.–**



Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online