



ICI Standards & Curriculum for: ICI accredited “Advanced Fundamental Mentor Skills, ICI”

The qualification “Advanced Fundamental Mentor Skills, ICI” is accredited by the ICI. The ICI member Institute: IDEAR with the “Coach Master Trainer, ICI”: Wolfgang Hoffmann and Francis Bell, who developed the curriculum, have the right to conduct and seal the certificates of this training with an ICI seal. If you have any questions, please contact them directly.

Duration & procedure of the training of the 96 hours/12 days: "Advanced Fundamental Mentoring Skill, ICI"

- a minimum of 96 hours (not academic hours) of training in a minimum of 12 days
- a minimum of 15 hours of supervised Mentoring outside the training facility
- plus, mentoring for colleagues in the training group and Mentoring by colleagues in the training group
- written self-reflection project, showing the level of reflection and the use of the core competences
- written test to assure the level of knowledge
- minimum 2 sessions Mentoring by a certified Master Mentor Trainer
- a certification mentoring session with feedback from fellow participants and trainer

Training content of: "Advanced Fundamental Mentoring Skills, ICI"

Module 1: Becoming an Effective Mentor

What is the International Association of Coaching Institutes (ICI)?
Mentoring as International Training ICI Certification
Values and Standards in ICI training programs
Benefits of belonging to the ICI
Mentoring: Needs and Benefits
What is a Mentor & Mentoring?
Roles, values and Practices of an Effective Mentor
Effective Patterns of Interaction
Differences between coaching, mentoring and psychotherapy
Historical background of mentoring as a discipline
Mentoring schools

Module 2: Effective and Respectful Communication with a mentee

Nonverbal Communication
Active Listening
Reflection: Self Evaluation Closing
Warm-up: Nonverbal Communication
Strategies for Successful Nonverbal Communication
Quiz! Paying Attention to Nonverbal Communication
Strategies for Active Listening
Developmental Questions in Professional Mentoring



International Association of NLP-Institutes (IN) International Association of Coaching Institutes (ICI)



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Reflection: Nonverbal Communication and Active Listening
Types of Nonverbal Communication and Body Language
Active Listening Overview
Recommended Resources for Building Effective Communication Skills

Module 3: Structure of the professional mentoring process

The Mentoring Relationship Cycle
The Lifecycle Model
Tough Communication Topics
The Mentoring Relationship Cycle
Tough Topic Conversation Role Play Cards
Tough Topic Conversation Worksheet
Reflection: Setting Boundaries with different kind of mentees
Positive Strategies for Connecting with mentees
Helpful Strategies for Intergenerational Communication
Recommended Resources for Mentors

Module 4: Strategies for Managing Challenging Behavior

Age Characteristics in youth, adults and seniors mentees
Typical Age Characteristics
Strategies for Managing Challenging Behavioral
Positive Reinforcement
Recommended Resources on Challenging Behaviors

Module 5: Tools for the professional mentor

How to effectively manage the first meetings?
Coaching Tools for the Mentor
NLP tools for the mentor
Relaxation and mindfulness tools

Module 6: Phases in the process of professional mentoring

How to organize a mentoring process in a company?

- Steps in an Organizational Mentoring Process
- Most common mistakes to avoid
- Written and practical test

For general orientation about certificates please see the “ICI Certification Guidelines”

For the ICI member Institute IDEAR, please see:

<https://www.coaching-institutes.net/member/showInstitute.php?id=53>