

MENTORING ASSIGNMENT EXAMPLE

PROVIDED AT THE ONLINE MENTORSHIP SPACE

Instruction: This exercise is only a suggestion for a possible mentoring session. If it is not appropriate for your situation or goals, please feel free to modify the assignment to meet your mentoring needs.

Title of assignment	How to improve internal communication
Category	soft skills
Subcategory	Communication
Keywords	communication, company cases, oral communication, analysis, internal communication
Development area	Internal communication is the sharing of information for business purposes. Identifying, nurturing, and promoting the different types of internal communication requires us to understand their different goals, what tools work for different types, where each type has its place in the wider internal communications strategy, and the appropriate tone or style for each. Informal communication could also be an area to discover.
The practical assignment in brief	Focusing on the tools and methods to use for internal communication in the company. Discovering the role of informal internal communication.
The practical assignment should allow to develop and apply skills in	ability to map personal communication techniques, improving informal internal communication, fully understand the mechanisms of internal communication, developing written and oral communication skills
The Practical Assignment should allow to further develop and apply knowledge of	knowing new communication tools, internal communication tools, conflict resolution, intergenerational understanding and acceptance, tolerance
Task description	The pair works on the assignment in 4 steps. They explore and analyze their own communication tools and techniques in the company and they set up a swot analysis on the overall communication strategy of the company with their roles and functions inside. They discuss the explored results and set up areas to be improved. The pair helps each other in sharing knowledge and fill in the gaps of the participants.
Materials to be used	Worksheet for internal communication

Recommended timeline	1-2 hours in 1 or 2 sessions
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