

MENTORING *Guide*

MENTOREE	MENTOR
Name:	Name:
Phone Number(s):	Phone Number(s):
Email address:	Email address:
Today's Date:	

MENTORING *Guide*



Written by
KATHY WENTWORTH DRAHOSZ

Reprint Agreement: The author grants mentoring program participants the opportunity to reprint copies of ***The Mentoring Guide***. Please do not remove the copyright statement.

Copyright © 2008, The Training Connection, Inc. All rights reserved. Printed in the United States of America. Except as permitted under the United States Copyright Act of 1976, no part of this guide may be reproduced or distributed in any form without the express consent of The Training Connection, Inc.

MENTORING GUIDE

Mentoring is a time-honored tradition that has revolutionized the way people develop. For centuries, mentors have offered valuable advice and wisdom at critical points in a person's life. One of the greatest benefits of a mentor is having a sounding board and confidante to explore career options, try out new ideas or role play a difficult conversation. Being prepared to discuss a variety of topics, issues, questions and/or concerns will be key to your success!

This user friendly guide has been carefully designed to support and sustain your mentoring partnership. Although mentoring is a very natural process, we have found it helpful to provide a framework that accommodates the needs of both partners.

YOUR FIRST MENTORING MEETING – ESTABLISHING A PARTNERSHIP

The first mentoring meeting is critical. It is important at the very beginning of the mentoring process to get to know each other and clarify your overall mentoring goals. The end result of this conversation will be a mentoring agreement.

Step 1 - Get Acquainted

- **Find the commonalities.** What do you have in common? Have you both worked for the same organization and/or industry? Do you have similar career paths? What skills do you have in common?
- **Look for uniqueness.** What specialized knowledge do you bring to the partnership? Do you speak a foreign language? Do you have supervisory experience? Do you bring experience managing a complex program or project?
- **Explore hobbies.** Do you have a hobby? What do you do when you are not working?
- **How similar/different are your behavioral styles?** What are the benefits of being matched with someone who is a different behavioral style? A similar style?

Step 2 - Discuss Your Overall Mentoring Goals

- Where are you going?
- What are your visions and aspirations?
- Where are you now?
- What are your strengths, weaknesses and behavioral style?
- How can your mentor help you to:
 - Build Technical Skills
 - Multitask
 - Navigate the Organization/Industry
 - Explore New Ideas
 - Forge a New Career Path
 - Expand Network
 - Build Confidence
- Choose your top 3 mentoring goals.

Step 3 - Create a Mentoring Agreement

- Clarify mentoring goals, roles and responsibilities.
- Establish a meeting schedule:
 - When?
 - Where?
 - How long?
 - Frequency?
 - Determine who will initiate meetings.
- Consider geographical differences and make accommodations.

Step 4 - Create a Confidentiality Agreement and No-Fault Termination Clause

- Outline the parameters for information sharing.
- Be sure to include the No-Fault Termination Clause.

MENTORING AGREEMENT

The following will highlight the features of the partnership:

Mentoring partnership objectives: As a result of working with a mentor I would like to accomplish the following:

Role of the mentor: I will support my mentoree's developmental process by helping to develop and monitor his/her Mentoring Action Plan, sharing organizational insights, expanding his/her network, acting as a sounding board, providing developmental experiences and feedback:

Length of mentoring relationship (i.e., 1 meeting, 1 month, 1 year):

The logistics of our meetings will generally include the following:

When: _____

Where: _____

How long: _____

Frequency: _____

Who is responsible for initiating: _____

We plan to deal with geographical differences by:

We plan to gain commitment and support of the supervisor by:

We will honor the following confidentiality agreement:

We understand this is a volunteer partnership. We agree that either partner can withdraw from the partnership if the needs of either party are not being met or there is a lack of compatibility of goals. We will conclude the partnership by:

FOR THE NEXT MENTORING MEETING – CREATING A MENTORING ACTION PLAN (MAP)

This stage of the relationship is a collaborative effort. Mentors create a safe environment for the mentoree to examine behaviors or areas that they want to change. A key outcome of this conversation is a plan of action (or Mentoring Action Plan). A mentor can be a wealth of knowledge during this stage by sharing resources, developmental ideas and opportunities.

Step 1 - Review Your Vision and Top 3 Mentoring Goals

- List your mentoring goals in order of priority.

Step 2 - Create a List of Learning Activities

The most successful plans are those that have a range of learning activities that encourage:

- Learning by doing (i.e., special project, writing a memo, etc.)
- Learning from others (i.e., shadowing, situational mentoring, etc.)
- Learning from challenging experiences or “stretch assignments” (i.e., project outside of department, leadership role, etc.)

Step 3 - Create a Timeline

- Determine how many hours, days or weeks it will take to complete each activity.

Step 4 - Input your data into The Mentoring Connection Website

- Continue to update and fine tune your activities, timelines and schedules as needed.

Step 5 - Begin Your Mentoring Journey

- Always keep in mind that the actual journey is an important part of the mentoring process and many times can be the most rewarding!

MENTORING ACTION PLAN

MENTOREE	MENTOR
Name: _____	Name: _____

Vision: _____

Mentoring Goals and Objectives:

1. _____
2. _____
3. _____

Mentoring Goal 1. _____

Primary Support Person: _____

Learning Activity	Competency	Beginning Date	Ending Date	Funding	Status

Mentoring Goal 2. _____

Primary Support Person: _____

Learning Activity	Competency	Beginning Date	Ending Date	Funding	Status

Mentoring Goal 3. _____

Primary Support Person: _____

Learning Activity	Competency	Beginning Date	Ending Date	Funding	Status

IMPLEMENTATION

This stage of the relationship is where the mentor challenges the mentoree to move forward. It is “where the rubber hits the road” and the mentoree implements the strategy or course of action brainstormed during the Mentoring Action Planning conversation. Consider keeping a journal during the course of the mentoring relationship. Journaling is a good tool for self-reflection. It will give you a chance to collect your thoughts prior to a mentoring meeting and affords you the opportunity to see your progress and accomplishments along the way.

Date of Meeting: Establish a meeting date and time.

Purpose: What is the most important outcome of this meeting? What new knowledge do you hope to gain?

Significant events: Keep a journal to record the events that are occurring in your personal and professional life. Pay attention to how you handle various events and opportunities. Be willing to openly discuss any concerns or challenges you are having.

Accomplishments: Highlight accomplishments. What went well this week?

Questions to discuss: Come prepared to meetings with thought provoking questions to ask and discuss with your mentor. Some mentorees prefer to send an agenda to their mentor ahead of time to give their mentor time to collect their thoughts.

Action items: During the meeting, jot down any action items to follow-up on. You may want to consider adding the action items to your Mentoring Action Plan.

Next meeting: Before you close down the mentoring meeting, be sure to set a date, time, location (or medium — phone, webinar, web conferencing, instant messaging, video conference) and purpose for the next meeting.

MENTORING JOURNAL

Date of Meeting: _____

Purpose: _____

Significant events: _____

Accomplishments: _____

Questions to discuss: _____

Action items: _____

Next meeting:

Date: _____ Time: _____

Location (or medium): _____

Purpose: _____



"Write your goals down. It lets the universe know where you are going!"

~ KATHY WENTWORTH DRAHOSZ

MENTORING JOURNAL

Date of Meeting: _____

Purpose: _____

Significant events: _____

Accomplishments: _____

Questions to discuss: _____

Action items: _____

Next meeting:

Date: _____ Time: _____

Location (or medium): _____

Purpose: _____



“The future belongs to those who believe in the beauty of their dreams.”

~ ELEANOR ROOSEVELT

MENTORING JOURNAL

Date of Meeting: _____

Purpose: _____

Significant events: _____

Accomplishments: _____

Questions to discuss: _____

Action items: _____

Next meeting:

Date: _____ Time: _____

Location (or medium): _____

Purpose: _____

MENTORING JOURNAL

Date of Meeting: _____

Purpose: _____

Significant events: _____

Accomplishments: _____

Questions to discuss: _____

Action items: _____

Next meeting:

Date: _____ Time: _____

Location (or medium): _____

Purpose: _____

MENTORING JOURNAL

Date of Meeting: _____

Purpose: _____

Significant events: _____

Accomplishments: _____

Questions to discuss: _____

Action items: _____

Next meeting:

Date: _____ Time: _____

Location (or medium): _____

Purpose: _____
