elevateHER

Mentoring Program Training Booklet

Guiding and developing the leaders of tomorrow!

Why Mentorship Matters

Mentorship is a critical component of career development, and can have an incredible impact on someone's future career. Mentorship is important and we must do it with intentionality.

Passing the Baton

We are at our best when we rely on the knowledge of those who go before us!
As a mentor you have inherited a great amount of knowledge and wisdom. It would be foolish not to pass this down to those we lead and to the next generation.

Six Important Components of MENTORSHIP

True leadership is about making a positive impact beyond yourself – Tony Dungy

1. **TIME AND COMMITMENT**: A lot of people say they want to be a great mentor until they realize how much time it takes.
    a. TIME: A mentor goes beyond professional interactions and invests time and effort in getting to know their mentees' aspirations, strengths, and challenges.
    b. NURTURE THE RELATIONSHIP – Building a strong meaningful mentor-mentee relationship takes time and effort. Be deeply involved in understanding and connecting on a personal level. This is where you will build rapport and trust. When possible, invite them into your life.
    c. BE 100% COMMITTED! Once you determine the date, time and location for your monthly scheduled meeting, make this time a priority!

2. **PREPARE AHEAD OF TIME:** To make the most of your mentorship, you will need to come prepared and have a clear agenda.
    a. Each meeting will have a different set of expectations from the mentor and the mentee.
    b. A mentor will keep the meeting on track focused on relationships building, reviewing the goals, objectives and timelines.

3. **CREATE A DEVELOPMENT PLAN** - Set forth a plan with the mentee's goals in mind. This is not based upon what the mentor wants to teach but what the mentee wants to learn. At the heart of an effective mentor lies a clear vision providing a sense of direction and purpose. Without a well-defined vision, the mentorship relationship can easily be taking off course, lacking the ability to achieve greatness.
    a. Discuss and define the goals of the mentee.
    b. Create a development plan with written SMART goals, timelines and desired outcomes.
    c. Assess the mentee's current skills, knowledge, and interests, and identify their strengths and areas for improvement.
    d. Establish clear expectations and boundaries with your mentee.
    e. Seek and leverage additional resources and opportunities.
    f. Create a homework assignment each month where the mentee needs to come prepared and ready to discuss the assignment given.
    g. Monthly review of progress.

4. **ENCOURAGEMENT:** Regularly praise and encourage! This is the foundation for a positive and supportive relationship. Don't just praise natural talent but choices and behaviors. Behaviors that get praised are behaviors that will get repeated.
    a. Acknowledge and celebrate their achievements and progress.
    b. Consistently providing positive recognition, feedback, motivation, and reassurance to help someone believe in themselves, their abilities, and their potential for success.
    c. Encourage when they feel discouraged or defeated.
    d. Provide guidance, advice, and resources to help the mentee achieve their goals and overcome their challenges.
    e. Encourage the mentee to reflect on their learning and actions, and to apply what they learn to new situations.

5. **KNOWING HOW TO BRING INSTRUCTION AND CORRECTION WHEN NEEDED**
    a. Monitor the mentees' progress and provide feedback that is helpful and constructive.
    b. Proverbs 15:32 - Whoever ignores instruction despises himself, but he who listens to reproof gains intelligence.

6. **EFFECTIVE COMMUNICATION SKILLS:** Successful mentorship requires effective communication where you are paying attention to the mentee, asking clarifying questions, sharing your stories, experiences, and perspectives.
    a. Active listening is an important trait of a good mentor. Active and attentive listening will help you understand their needs and goals. Be fully engaged in listening to your mentee's concerns, questions and comments.
    b. Asking open ended questions allows the mentee to express their thoughts and feelings. This strategy promotes dialogue and helps develop a deeper understanding of the mentee's perspective.
    c. Be Real: In addition to your successes, be open to sharing your failures, your challenges and how you have overcome some of the most difficult situations in your life.

A mentor should expect a mentee to:

1) Be open to learning and feedback, and willing to try new things and take risks.
2) Clearly communicate the areas where they would like growth and development.
3) Communicate their goals and expectations clearly and honestly.
4) Come prepared each month to discuss their progress regarding tasks completed, achievements and challenges.
5) Identify what worked well and what did not work well, and why.
6) Identify the areas where they need more guidance, support, or feedback from you.

Meeting #1 Date: _____

Discuss your mentee goals, what they hope to gain and what their desired outcomes are.

Have the mentee describe their current skills, knowledge, and interests. Have the mentee share their strengths and weaknesses and what areas they would like to see improvement.

1) With the mentee, create a development plan with written goals, timelines, and the desired outcomes.
   - Define the goals of the mentee using the SMART process. Specific, Measurable, Accountable, Reachable, Time Specific
   - Establish clear expectations and boundaries with your mentee.
2) In this meeting or withing the next few days, create a homework assignment where the mentee needs to come prepared and ready to discuss the assignment given.
3) Set a date for the next monthly meeting date.

GOAL/GOALS:

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DEVELOPMENT PLAN:

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ADDITIONAL RESOURCES AND OPPORTUNITIES:

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MENTEES DESIRED OUTCOME:

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Meeting #2 Date: _____

GOAL: _____

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1) Discuss achievements and progress.
2) Identify what worked well and what did not work well, and why.
3) Any challenges, and how they overcame them.
4) New ideas or future leaning opportunities.
5) Identify any areas where they need more guidance, support, or feedback from you.
6) Prepare for the next meeting and determine areas for growth and development.
    a. Reading books or audio books
    b. Watching videos, podcasts, or webinars.
    c. Attending courses, workshops, seminars, or conferences.
    d. Doing assignments, projects, or exercises.
    e. Observing, shadowing, or interviewing.
    f. Practicing, demonstrating, or presenting.
    g. Other mentors, peers, or experts.
    h. Other platforms or networks.
    i. New ideas or future learning opportunities.
7) Discuss expectations and standards, ensure they are realistic and attainable.
8) Review follow through, commitment and enthusiasm.
9) Set a date for the next monthly meeting date.

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Meeting #3 Date:_____

GOAL: _____

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1) Discuss achievements and progress.
2) Identify what worked well and what did not work well, and why.
3) Any challenges, and how they overcame them.
4) New ideas or future leaning opportunities.
5) Identify any areas where they need more guidance, support, or feedback from you.
6) Prepare for the next meeting and determine areas for growth and development.
    a. Reading books or audio books
    b. Watching videos, podcasts, or webinars.
    c. Attending courses, workshops, seminars, or conferences.
    d. Doing assignments, projects, or exercises.
    e. Observing, shadowing, or interviewing.
    f. Practicing, demonstrating, or presenting.
    g. Other mentors, peers, or experts.
    h. Other platforms or networks.
    i. New ideas or future learning opportunities.
7) Discuss expectations and standards, ensure they are realistic and attainable.
8) Review follow through, commitment and enthusiasm.
9) Set a date for the next monthly meeting date.

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Meeting #4 Date: _____

GOAL: _____

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1) Discuss achievements and progress.
2) Identify what worked well and what did not work well, and why.
3) Any challenges, and how they overcame them.
4) New ideas or future leaning opportunities.
5) Identify any areas where they need more guidance, support, or feedback from you.
6) Prepare for the next meeting and determine areas for growth and development.
    a. Reading books or audio books
    b. Watching videos, podcasts, or webinars.
    c. Attending courses, workshops, seminars, or conferences.
    d. Doing assignments, projects, or exercises.
    e. Observing, shadowing, or interviewing.
    f. Practicing, demonstrating, or presenting.
    g. Other mentors, peers, or experts.
    h. Other platforms or networks.
    i. New ideas or future learning opportunities.
7) Discuss expectations and standards, ensure they are realistic and attainable.
8) Review follow through, commitment and enthusiasm.
9) Set a date for the next monthly meeting date.

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Meeting #5 Date: _____

GOAL: _____

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1) Discuss achievements and progress.
2) Identify what worked well and what did not work well, and why.
3) Any challenges, and how they overcame them.
4) New ideas or future leaning opportunities.
5) Identify any areas where they need more guidance, support, or feedback from you.
6) Prepare for the next meeting and determine areas for growth and development.
    j. Reading books or audio books
    k. Watching videos, podcasts, or webinars.
    l. Attending courses, workshops, seminars, or conferences.
    m. Doing assignments, projects, or exercises.
    n. Observing, shadowing, or interviewing.
    o. Practicing, demonstrating, or presenting.
    p. Other mentors, peers, or experts.
    q. Other platforms or networks.
    r. New ideas or future learning opportunities.
7) Discuss expectations and standards, ensure they are realistic and attainable.
8) Review follow through, commitment and enthusiasm.
9) Set a date for the next monthly meeting date.

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Meeting #6 Date: _____

The goal of the Mentorship Program is where the expectations and purpose for the mentorship relationship have been met. If you would like to continue the mentorship relationship, discuss your decision with Human Resources and the Director of Technical Development with the defined purpose and goals.

GOAL: _____

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To conclude your mentoring relationship, you will meet and discuss the following:

1) Discuss your mentee goal and or goals, have they reached the desired outcome they were hoping to achieve.
2) Discuss achievements and progress.
3) Any challenges, and how they overcame them.
4) Identify what worked well and what did not work well, and why.
5) Identify any areas where they need more guidance, support, or feedback from you.
6) Review and summarize the mentoring journey and highlight the key learnings and outcomes.
7) Evaluate and measure success and identify the areas of growth and future opportunities.
8) Provide and solicit honest and constructive feedback and express their strengths and weaknesses.
9) Discuss their next steps and future opportunities.
10) Celebrate the achievements and progress.

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