

Mentoring Best Practices

You've Agreed to be a Mentor, Now What?

Thank you for volunteering to be a Mentor! Your time and efforts will not only help someone develop their mind frame and skillsets, but you will also grow and increase your self-awareness in the process. This guideline is meant to be an example of how you might travel along the journey of mentoring others.

Throughout the process, it is suggested that you:

- Assist your mentee with framing an obtainable goal
- Be familiar with and recommend internal training exercises and videos
- Share your knowledge and connect them with others who can assist with their growth
- Read more here: [Mentor Mentee Relationship](#)

Suggested Meeting Discipline:

1. Ask the mentee to come prepared with an agenda and meeting objectives
2. Stay focused on meeting objectives and try to avoid conversation that does not support the purpose of the meeting
3. Discuss behavior that is not supporting the mentoring process (frequently arriving late, constant rescheduling, not benefiting from sessions, etc.)
 - a. It may not be a good fit, and that's okay! Discuss circling back with the Talent Development team to partner with another mentee
4. Review action items from previous meetings at the beginning of each meeting
5. Summarize and reinforce action items, commitments, and deadlines
6. Debrief meetings to ensure comprehension and measure engagement
7. Check-in with your mentee between meetings, if necessary, to ask about their progress or inquire if they need any support

Suggested Meeting Activities:

- Address any challenges
- Role play
- Recommend and/or provide job shadowing
- Review samples of the mentees work
- Provide oral and written feedback
- Train or coach the mentee on a **specific** skill. For example:
 - Time or project management
 - Communication and presentation skills
 - Assertiveness and projecting confidence
 - A special talent/skill of yours

Sample Meetings:

- Introductions. *Get to know each other – build rapport.*
 - Share your background and career journey and how you ended up at Bridge
 - Get to know your mentee by asking questions. For example:
 - What did you do before joining Bridge?
 - Where are you from?
 - Do you have any pets?
 - What do you like to do for fun?
 - Discuss the format for meetings, ground rules, scheduling, etc.
 - Wrap-up with a course of action for the next meeting
 - What does each party need to do/bring to be prepared?

- Develop a goal. *Work towards developing a specific goal that the mentee wants to reach*
 - What are their expectations for meeting with you?
 - What do they hope to get out of each meeting?
 - What knowledge, skills, and abilities do you hold that they are interested in learning?
 - What skill are they seeking to learn that you may not be able to help with?
 - Is there someone you know who can assist?
 - Complete a SWOT Analysis to discover the mentee’s strengths, weaknesses, and opportunities: [SWOT Analysis Worksheet](#)
 - Once the SWOT is completed, discuss the takeaways - what did the mentee learn about themselves?
 - How can they use this information towards their goal(s)?
 - What challenges/roadblocks are they facing in their journey right now?
 - How can they overcome these challenges?
 - How can you as the mentor help? What advice can you give?
 - Have the mentee create a draft of a goal they would like to reach.
 - They can use this information to guide them: [How to write a SMART goal](#)
 - Wrap-up with a course of action for the next meeting.
 - What does each party need to do/bring to be prepared?

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- Review and finalize the SMART goal.
 - Spend 10 minutes reviewing the SWOT analysis and SMART goal from the previous meeting.
 - What goal did the mentee come up with?
 - Take time to discuss what's going **well** in their role with Bridge
 - Check-in about the challenges that were mentioned previously (if any) and how they relate to their goal
 - How can you help your mentee in achieving their goal?
 - What does your mentee want to know more about or share?

- Be curious by asking lots of questions:
 - Spend 10 minutes reviewing items from the previous meeting
 - What has gone well since the last session?
 - What challenges is the mentee experiencing?
 - What work have they done towards reaching their goal? How can you assist?
 - What are some actions items to complete before the next meeting?

- Listen & Support.
 - Practice your Active Listening Skills as they share.
 - Listen for opportunities to insert your expertise.
 - Ask open-ended questions to keep the conversation going.
 - Review their SMART goal. What's the progress? What needs to be completed?
 - Provide feedback about the goal and your mentee's approach. What can they adjust to reach their goal?

- Wrap Up.
 - Celebrate the progress your mentee has made
 - Collaborate with your mentee about ending the mentoring relationship:
 - Is it time to separate and move on with the knowledge each of you has gained?
 - Should the relationship shift to be more informal or ad hoc?
 - Do you still have opportunities to learn from each other but with a different focus?
 - Thank your mentee for trusting you to help them as they grow in their career

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Examples of Power Questions:

Getting Started:

1. What do you hope to accomplish through our mentoring relationship?
2. What principles should we develop to manage this relationship?
3. What questions do you have about this process?
4. What should we do if we find we are not compatible?

Values and Visions:

1. Tell me about an achievement that you're proud of.
2. Where do you see yourself in 3 years?
3. What are your top three personal values?
4. What is your greatest strength?
5. Who is your most inspiring role model? Why?

Goals and Actions:

1. Do you have a goal that you're trying to achieve?
2. What makes this goal important to you?
3. What's getting in the way of you achieving this goal?
4. How do you measure success?
5. What resources do you need to achieve this goal?