GETTING THE MOST OUT OF MENTORING: WHAT SHOULD/COULD I BE DOING?

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PURPOSE

- To provide tips on how mentors and mentees might engage in effective mentoring relationships.

  *Target audience: first-time mentors and mentees*

- Discussion will include tips on:
  - mentoring meetings,
  - mentoring discussions, and
  - mentoring activities.
MYSTERY BEHIND SUCCESSFUL MENTORING RELATIONSHIPS

You have to MEET!!

Talk about stuff

DO stuff

YOU DON'T HAVE TO DO IT RIGHT. YOU JUST HAVE TO DO SOMETHING.

Plan next steps

and...

Be thankful and express gratitude
Top 5 tips to have effective mentoring meetings

- Commit to meeting (regardless of format, frequency, and/or length)
- Be fully present and prepared for your meetings
- Structured meetings are more effective than unstructured ones – in the long run
- Use your meeting time to build trust, set goals and plan, learn/share insights, and engage in shared activities (e.g., attend relevant meetings, briefings, training sessions together; build networks)
- Engage other pairs; meet with another mentor/mentee pair having similar discussions, with similar goals, with similar challenges
Top 5 ways to use your discussions to propel you forward

- Spend time learning about each other
- Articulate your objectives, priorities, and action plan
- Identify a purpose for your discussion and check the alignment to your objectives, priorities, and/or action plan
- Be open, honest, and positive
- Express feedback and gratitude
MENTORING ACTIVITIES

You absolutely have to do something as a part of your mentoring relationship

- There are a host of things you can do to make your mentoring relationship successful.
- The most important thing that you can do is – Identify your goals/purpose of engaging in a mentoring relationship and work towards accomplishing that purpose or those goals
  - Your goals may change along the way, but your actions should generally move you closer towards accomplishing your goals.
MENTORING ACTIVITIES - EXAMPLES

Execute your action plan

- Discuss mentee's personal vision

Discuss job search, résumé, and interviewing skills

- Identify objectives to achieve and work on them

Discuss mentee's career path and discuss next steps, knowledge/skills needed, and potential challenges or barriers

- Read a book or article, participate in training, or attend a meeting together; debrief lessons learned and application

Role-play “what if” scenarios and develop potential solutions

- Visualize mentee's perfect career and discuss discoveries and next steps

Discuss mentee's strengths, growth areas, and plans to enhance those areas

Discuss challenges, barriers, or stress points; develop potential solutions or plans to minimize them

- Have lunch with new contacts

Take on stretch assignments

Find opportunities for job shadowing, details, and/or volunteering

- Share background, career stories, and experiences

Celebrate milestones and accomplishments
MENTORING DISCUSSIONS … AGAIN

- Debrief and regroup after every activity
- Use lessons learned to reassess priorities and realign action plan (as necessary)
- Plan next steps (e.g., agenda for next few meetings)
QUESTIONS?