



Energetic Women Network Team Webinar Presentation

MENTORING OVERVIEW

What is mentoring: unique partnership with multiple dimensions, where two individuals engage in a goal-oriented process requiring commitment and openness.

Self-directed Mentoring: there are many types of mentoring. This presentation will touch on Self-directed mentoring. Self-directed mentoring is a “mentee driven” approach in which an employee who is less experienced (mentee) in a particular area of competency takes responsibility for identifying and engaging a more experienced employee (mentor) to act as an informal development coach and counselor.



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MENTOR ROLE

The role of a mentor is to facilitate growth in a mentee by:

- Sharing the knowledge and insights learned through the years
- Listening and providing context to issues and problems
- Aiding in an exploration of the consequences of potential decision
- Providing feedback and information
- Facilitating self-discovery
- Challenging a mentee's assumptions or perspectives
- Encouraging exploration of new ideas or alternate ways of thinking

The mentor role is not set up to:

- Manage performance of the mentee
- Correct performance problems
- Clear the path for a mentee's advancement

Although mentors can look and act very different, they usually:

- Are more senior or experienced than the mentee
- Have no direct reporting responsibility for the mentee
- Are professionally respected.



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MENTEE ROLE

The role of a mentee is to facilitate his/her own growth by:

- Owning and driving the mentoring process
- Being open to feedback and new ways of thinking
- Listening and asking questions
- Exploring issues, concerns, decisions
- Seeking self-discovery
- Taking action based on what is learned
- Combine what is learned with other professional development and training for the successful application to the workplace

As the owner and driver of the relationship, the mentee is responsible to:

- Gauge, determine and measure how interactive the relationship will be
- Decide the amount of dependence or guidance needed
- Set-up meetings
- Monitoring the progress of the relationship.



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PHASE I: PLAN

Mentee: during the initial phase of the self-directed mentoring process, the mentee plans for the process, assesses his/her readiness for the partnership and determines his/her goals. The action steps in this phase are:

Identify elements essential to your success

- Make sure you understand your role in the organization
- What do you want to achieve

Determine your developmental challenges

- Review any previous feedback received during reviews
- Ask for feedback from others

Establish your goals

- What do you want or need to learn
- What do you want to accomplish?

List characteristics of an effective mentor

- Ideal traits and competencies your mentor would possess



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PHASE II: ACTIVATE

Second Phase: the mentee activates the process, seeks to gain a commitment from a mentor and work collaboratively to establish the partnership and define expectations. The actions steps in this phase are:

Contact the mentor candidate

- Request a meeting and indicate the purpose and intent

Meet with the mentor candidate

- Share your mentoring goals
- Define the mentoring partnership and roles
- Discuss time requirements
- Ask for a commitment
- Schedule a follow-up meeting for the two of you to more clearly define the relationship

Establish ground rules

- Agree upon frequency and method for reviewing goals
- Define when, where, length and frequency



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PHASE III: CULTIVATE

Third Phase: the mentee cultivates and manages the mentoring partnership, journals meetings outcomes and works with mentor to periodically review his/her developmental progress and evaluate success of the partnership. The action steps in this phase are:

Manage each of the mentoring partnership sessions

- Determine the objective of each meeting
- Continually re-establish personal contact
- Focus on the objective
- Record your notes of the meeting as quickly as possible

Acknowledge personal style differences

- Seek to understand your style and the style of your mentor. How do those styles impact the mentoring partnership

Address and process through challenges

- Share your reactions to opinions and strategies

Follow through on commitments

- Periodically review ground rules
- If disagreements or concerns arise, follow through with agreed upon process



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PHASE IV: EVALUATE

Phase IV: during the final phase the mentee evaluates progress and determines the future of the relationship. Action steps in this phase are:

Evaluate your overall level of satisfaction

- Have we met frequently as we had agreed to?
- Would I be willing to repeat the experience

Evaluate your professional growth

- Am I pleased with the outcomes and my progress
- What suggestions does my mentor have for my continued growth?

Evaluate the future of your partnership

- Determine the future of the partnership – do you want to continue?

Celebrate your accomplishments!



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MENTORING TIPS

Tips and Suggestions for mentoring partnerships

Maintain confidentiality at all times

- Develop an action plan with your mentoring partner that includes specific goals and a plan on how to achieve them
- Critique the mentee's resume
- Identify classes or workshops that fit into your mentoring action plan
- Attend a course or workshop together
- Develop and implement a project in partnership
- Be as open-minded as possible
- Identify potential career or business risks and develop strategies to minimize them.

Special Tips for Mentors

- Occasionally call unexpectedly to check-in
- Send an encouraging note or e-mail
- Avoid cloning
- Handle request for assistance in a timely fashion
- Offer advice free of personal bias



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MORE MENTORING TIPS

Facilitating Effective Communication for both the mentee and mentor

MENTEE

- Seek from your mentor a periodic review of progress toward stated goals
- Describe mentor behaviors you'd like to reinforce or change by asking open ended questions
- Discuss previous suggestions or strategies that the mentor offered and explain why it worked or did not work
- Share your progress you are making
- Express appreciation to your mentor

MENTOR

- Invite feedback from your mentee about your style
- Ask open ended questions such as: What's your perspective, how do you feel about it, or what did you learn from this situation?



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TOOLS

An effective mentoring relationship requires planning and clear expectations. If the relationship is defined at the beginning, it will help ensure that expectations are fulfilled and that both mentor and mentee have a meaningful mentoring experience.

Goals
Partnership Agreement
Roles & Responsibilities
Ground Rules
Session Journal
Progress Evaluation