Mentorship Guide 2021 - 2022

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1. What is Mentoring?

Mentoring is a strengths-based developmental, confidential, and mutual relationship between the Mentor and Protégé/ Mentee. It is a process where an individual transfers knowledge, skills and abilities to support the Mentee to:

* develop an expanded vision (future growth and strategy/big picture thinking)
* assess the current situation, and advance competency, skills and knowledge (behaviors and attitudes)
* determine strategies for increased influence/political savvy and “being heard”
* reinforce past, current and future efforts and uphold accountability for actions
* and create and evaluate effective action plans

**2.** General principles for mentoring success:

* + - * The relationship is mentee/protégé’-driven and mentor-guided
      * The relationship is reciprocal, actively engaged, open and non-judgmental
      * The process is voluntary
      * The structure is formal, the interactions informal, and is completely confidential
      * The mentee/protégé is solely responsible for all decisions, actions, outcomes as a result of mentoring
      * Confidentiality and ethics are integral to building trust.

*Mentee 2018: “Set goals early on and check in on them regularly.”*

*Mentor 2018: “Before most meetings we would exchange some information, establish an agenda or framework. We were very fortunate to “click” on a personal level. We share interests. Conversations flowed.”*

3. What is Expected?

**Introductory meeting: When you are matched with your Mentor and at your first session, it’s important to discuss:**

**A. Terms of Engagement: What will our mentoring relationship be like?**

Exercise for both you and your Mentor to discuss in person, together.

*Please record your decisions so that you can track your progress during the year. These questions are only a starting point for you. Feel free to add what is important for both of you, as “base guidelines”.*

* What do we expect from each other during our mentoring sessions?
* How often do we meet in person? Emails? Text? Phone?
* Formal – informal – combination?
* What would derail our mentoring relationship?
* How will we handle situations where we don’t agree or have conflict?
* What do we do if this relationship isn’t working?
* How will we appreciate and recognize each other’s efforts?

**B. At your first “official” mentoring session**

**Engagement Action Plan: What? When? How? Why?**

**Action Plan Item # 1**: **IMPORTANT Discuss** and **sign the Mentorship Agreement**

*Keep one copy each. Send a signed copy to the LTB Mentorship Committee*

**Action Plan Item # 2**: Discuss and note for future reference:

What do you hope to achieve together? What is your vision? How will your Mentor support, advise, consult, collaborate and coach you? Why is this important for you?

What are the *specific goals* that you might set during your mentoring time for the year? *These may change as you begin to move forward in your chosen direction.*

**Action Plan Item # 3**: How will you measure your progress? What are the indicators for measuring or benchmarks (i.e., how will you know that you have reached your goals)? When and how will you evaluate your mentoring relationship?