



PeopleGrove®

Effective Mentoring Practices

A Program to Support Successful Mentorships

Volume 1. For Mentees

Last Updated: July 2017

Materials in this handbook are derived from the following resources:

www.nationalmentoringresourcescenter.org

www.mentor.org

Effective Mentoring Practices

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How to use this Guide



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This guide contains key tools to help you begin and continue a successful mentorship. Once you're matched with your mentor, follow the steps below to get a quick sense of what's available in this guide and what would be helpful for you.



What to Expect?

Take a peek at your 12-week mentorship timeline to get a sense of what you'll be working on with your mentor.

Page 7. Your 12-Week Mentorship



Review Your Forms!

Take a look at some key documents that will help you share information with your mentor **before** your first conversation.

Section 2. First Impressions

Fill out your forms in **Section 5: Mentee Resources**



Prepare for Success!

Look professional by checking out tips and tricks for having great meetings and effective communication.

Section 1. Your New Mentor
Section 2. First Impressions
Section 4. Business as Usual



Track Your Progress!

Track and create new goals online.

Section 3: Setting and Meeting Goals



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Section 1

Congratulations on your match! Whether you're new to mentorships or you're a seasoned mentee, there are some simple concepts to keep in mind that can help you get the most out of this program.

Effective Mentoring Practices

Your New Mentor

Contents

What is a Mentor?

Your Role and Responsibilities

Your 12-week Mentorship

Effective Mentoring Practices

What is a Mentor?



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Your mentor is here to support you in your academic and professional development. For many of you, this is probably the first time you've had a mentor. Not to fear! This guide will serve as a crash course in knowing what to expect and how to get the most out of your mentorship.

What a Mentor Is

A trusted guide. Not everyone feels comfortable asking for help. Talk to your mentor about what you're interested in learning and be honest about what you don't know. Your mentor has tons of experience that they can share with you to apply to your own goals and life.

Someone who will listen to you. Your mentor is here to learn about what you need and how their experiences can help you thrive in your academics and career.

Someone who will help you explore opportunities. Expand your community and use this relationship to learn from others. Your mentor can introduce you to new concepts and new ways to think about what you'd like to accomplish.

Someone who will have good ideas about how to deal with difficult situations. Your mentor has been there and done that. Talk about challenges you're facing and how you could apply solutions to keep moving forward.



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Your Role and Responsibilities



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The responsibilities of a mentee are simple: have a desire to learn and continue to develop professionally. Below are a few guidelines to help you put your best self forward during your interactions with your mentor.

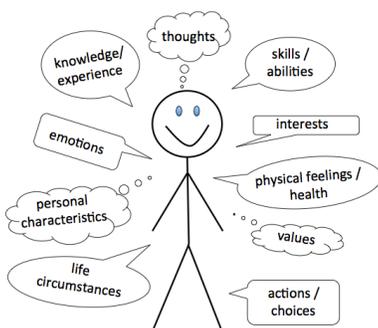


Clarify how you will communicate

Fill in the “Partnership Agreement” ahead of time. Be ready to go over your answers with your mentor. Be open about how you will communicate and set expectations for what traits are important to you in a mentor. Does your mentor prefer texts, phone calls, or emails?

Prepare for your meetings and conversations

Take a look at “Meeting Checklists.” Make sure you follow-through on commitments you made last time you met. Make a list of questions that you want to ask in advance. This lets your mentor know that you are taking their time, (and the relationship) seriously.



Learn from the whole person

Even if you want your mentors to help with some very specific things, never forget that you can learn so much more if you pay attention to all of the things that make them the person they are.

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Your 12-week mentorship



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Meeting #1

- Get to know each other
- Review Partnership Agreement
- Review Short/Long Term goals

Week 1: Set Goals
.....

Meeting #2

- Refine Short/Long Term goals
- Create tasks to accomplish short term goals
- Discuss how mentorship can assist with reaching long-term goals

Week 2-3: Refine
.....

Meeting #3

- Start checking off tasks for short term goals
- Set up next meeting(s) to accomplish short term goals and make progress towards long term goals

Week 3-11: Achieve Goals
.....

Meeting #4...

- Start checking off tasks for short term goals
- Set up next meeting(s) to accomplish short term goals and make progress towards long term goals

Week 3-11: Achieve Goals
.....

Last meeting

- Reflect on mentorship
- Discuss goals for future correspondence
- Thank you's and conclusion of formal mentorship

Week 12: Wrap Up
.....





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Section 2

Effective Mentoring Practices

First Impressions

Contents

Partnership Agreement

Setting Short-Term Goals With Your Mentor

Setting Long-Term Goals With Your Mentor

Your First Meeting

Effective Mentoring Practices

Partnership Agreement



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Overview

Clarify with your mentor how you will engage with each other during your mentorship. Take a look at the example Partnership Agreement below.

Fill in your worksheet under **Mentee Resources** and upload it to your shared files online. Set expectations and talk about your answer choices in your first meeting.

Meeting Preferences

Preferred mode(s) of communication

- Phone
- Text
- Email
- Video Chat
- In-Person
- No Preference

Desired communication frequency

- Weekly
- Every other week
- Monthly
- As needed
- Other _____

Desired response time:

- One day
- Three days
- One week
- Other _____

Desired time to notify if you will miss a meeting:

- One day
- Three days
- One week
- Other _____

Select the importance of the following traits in a strong mentorship:

| | Very Important | Important | Moderately Important | Of Little Importance | Unimportant |
|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| Curiosity | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Discretion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Generosity | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Honesty | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Self-Reflection | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sensitivity to diversity (e.g. culture, race, gender, religion) | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Effective Mentoring Practices

Setting Short-Term Goals With Your mentor



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Overview

Setting short-term goals is key for helping you discover what you want — and can — achieve in your mentorship. Take a look at the example “Short-Term Goals Worksheet” below.

Fill in your worksheet under **Mentee Resources** and upload it to your shared files online. Work with your mentor to refine and clarify these in your second meeting. Agree on tasks that will help you reach your goals.

Short-Term Goals Worksheet Example

Consider the activities below and concentrate on your top goals for this year.

Keep Your Goals
S.M.A.R.T.

Specific
Measurable
Action-Oriented
Realistic
Timely

Indicate your interest in learning more about the following topics:

| | Low | Medium | High | N/A |
|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|
| Learn 3 insights into my mentor’s academic experience | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Learn 3 insights of how personal and professional life fits together | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Learn 3 successful job interview tactics | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Learn 3 ways to improve my chances of getting a competitive and desirable job | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Improve my resume/portfolio/CV and use it to apply to 1 job | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shadow my mentor at their workplace twice | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other activities: I am a first generation college student. Any advice on transitioning into college life and being away from my family would be helpful.

Effective Mentoring Practices

Setting Long-Term Goals With Your Mentor



Overview

Setting long-term goals is key to giving you direction to where you really want to end up, not just somewhere circumstances may take you. Take a look at the example “Long- Term Goals Worksheet” below.

Fill in your worksheet under **Mentee Resources** and upload it to your shared files online. Work with your mentor to refine and clarify these in your second meeting. Agree on tasks that will help you reach your goals.

Long-Term Goals Worksheet Example

Concentrate on what you’d like to accomplish over the next few years. How can your mentor help set you up to accomplish these goals? Take a look at the example and fill in a few of your own.

Keep Your Goals
S.M.A.R.T.

Specific
Measurable
Action-Oriented
Realistic
Timely

Activity

Mentee Response

| | |
|---|---|
| List 1-3 long term goals | <ol style="list-style-type: none"> 1. Apply to law school 2. Graduate with top honors |
| How can your mentor help you achieve these goals? | <ul style="list-style-type: none"> * Share how they decided what to major in and how that related to what law school they eventually attended * Share insights into how to balance school and still enjoying college life |
| List resources/skills that you currently possess that helps you achieve these goals | <ul style="list-style-type: none"> * I am a member of the Latino Pre Law Society and we have assistance with the application process |
| List resources skills you would like your mentor to help you develop. | <ul style="list-style-type: none"> * Are there any resources you would recommend I look into? |
| What is the biggest challenge to achieving your goal? | <ul style="list-style-type: none"> * Being unsure that I am on the right path to get accepted into law school. |

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Your First Meeting



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Have a great first meeting with your mentor by coming prepared and practicing effective communication strategies.

Ask Questions

Why is "self-reflection" very important to your mentor? What other expectations do you both have that were not addressed in the Partnership Agreement?

Show Appreciation

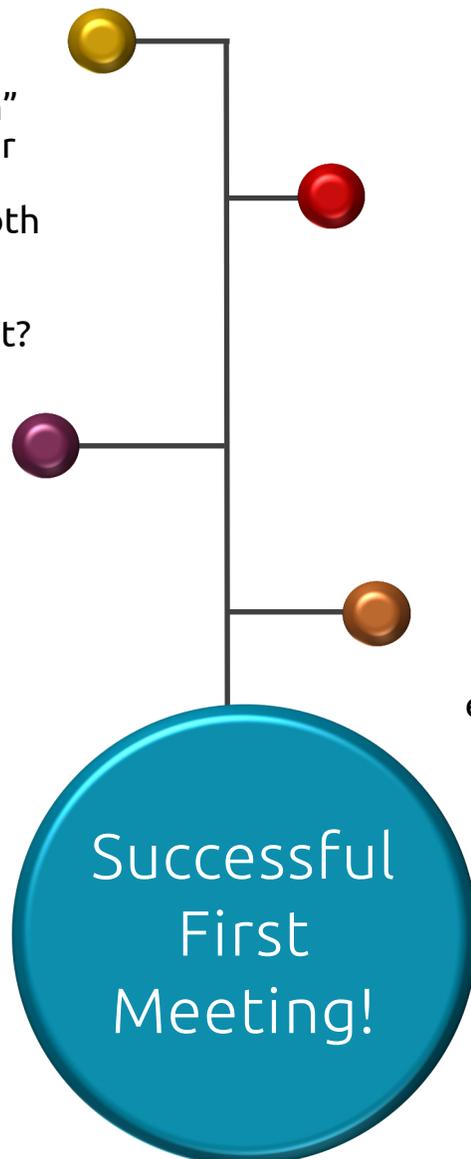
Express thanks for through follow-up messages and/or during your conversations.

Be Aware of Body Language

Your facial expression and/or the way you sit and stand often says much more than words. Body language sends a message that you are or are not listening.

Listen Well

Listen to what the other person says and make an effort to understand what they mean.





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Section 3

Effective Mentoring Practices

Setting and Meeting Goals

Contents

Tracking Goals Online

Setting Tasks to Accomplish Goals

Effective Mentoring Practices

Track Your Goals Online



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We've set up some starter goals for you during your 12-week mentorship under the "Goals" section in your communications. These goals reflect milestones you can check-off throughout the program. Customize these goals throughout the mentorship!

SHARED GOALS

YOUR GOALS

| GOAL/TASK | SHARED |
|---|--------------------------|
| <input type="checkbox"/> Set up your first meeting and review your first meeting checklist More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Upload a filled in version of the Partnership Agreement More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Upload a filled in version of the Short- and Long-Term Goals Worksheets More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Have your first meeting and review your worksheets More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Set up your second meeting More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Refine and upload an updated Short-Term Goals worksheet More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Refine and upload an updated Long-Term Goals worksheet More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Fill in additional tasks to achieve short- and long-term goals More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Set up your third meeting... More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Schedule your match closure meeting More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> Reflect on your mentorship More Detail | <input type="checkbox"/> |

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Setting Tasks to Accomplish Goals



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After you've finished reviewing and refining your goals with your mentor, add those new goals (and tasks to reach those goals) online! See the example below.

Add your new refined goals under **YOUR GOALS**:

| SHARED GOALS | <u>YOUR GOALS</u> | |
|--------------------------|--|--------------------------|
| | GOAL/TASK | SHARED |
| <input type="checkbox"/> | Short Term Goal 1: Learn 3 insights into my mentor's academic experience More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> | Short Term Goal 2: Learn 3 insights of how personal and professional life fits together More Detail | <input type="checkbox"/> |
| <input type="checkbox"/> | Short Term Goal 3. Learn 3 successful job interview tactics More Detail | <input type="checkbox"/> |

... and add new tasks under **SHARED GOALS** so you can both track progress:

| <u>SHARED GOALS</u> | YOUR GOALS | |
|--------------------------|--|-------------------------------------|
| GOAL/TASK | | SHARED |
| <input type="checkbox"/> | Schedule a video chat with my mentor to learn about the classes my mentor took, which classes were the most worthwhile, and how their academic experience tied back to their career choice. More Detail | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Schedule a phone conversation with my mentor and ask about the first time they encountered this to be challenging, what they did to address it, and what they learned from it More Detail | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | Schedule an in-person mock interview with my mentor and ask for three ways you could improve for a real interview. More Detail | <input checked="" type="checkbox"/> |

Section 4



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Business as Usual

Contents

Match Closure

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Match Closure



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Over a lifetime, mentorships end for many reasons; because circumstances change, people move, interests change, etc. The program that you have joined is set up to last for 12 weeks. At that time, your formal relationship with your mentor will draw to a close. Reflect on the questions below to prepare for your last meeting with your mentor:



PAST

What have you learned from your mentorship?

What were some positive experiences?



PRESENT

What should you continue to do that will help you reach your goals?

Does your mentor have any parting advice for you?



FUTURE

Does your mentor have any recommendations for your next mentor?

Are you both interested in continuing an informal mentorship?

Continuing an Informal Mentorship

You and your mentor may decide to continue an informal mentorship outside of this program. Make sure to have an open conversation as your mentorship closes to see if this is something you and your mentor are interested in. Review the questions below to aid in the transition:

- ◆ How frequently can you contact them?
- ◆ How do they prefer to be contacted?
- ◆ What kind of ongoing support are they willing to provide?



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Section 5

Effective Mentoring Practices

Mentee Resources: Checklists and Worksheets

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Meeting Checklists

Sample Meeting Agendas

Ice Breaker Activity

Partnership Agreement

Short-Term Goals Worksheet

Long-Term Goals Worksheet

Helping Your Mentor Get to Know You

Effective Mentoring Practices

Meeting Checklists



Complete the items below, prior to your meetings, for successful conversations:

First Meeting

- Complete Partnership Agreement
- Complete Setting Short-Term and Long-Term Goals section
- Send Partnership Agreement and Setting Short- and Long-Term Goals worksheets to your mentor two days prior to your meeting
- Research your mentor (What company do they work for? What do they do?)
- Make a list of questions about topics you're interested in talking to them about
- Send a thank you note to your mentor (after your meeting)

Future Meetings

- Review tasks that you and your mentor agreed upon in the previous meeting
- Upload/send any documents to your mentor two days prior to your meeting
- Make a list of any questions you may have about conversation topics or new items
- Send a thank you note to your mentor (after your meeting)

Last Meeting

- Reflect on the mentorship—what have you learned? What are you thankful for?
- Reflect on any final questions you may have.
- Send a thank you note to your mentor (after your meeting)

Effective Mentoring Practices

Partnership Agreement



To help ensure a successful mentorship, set your preferences and expectations below. In your first meeting, agree on how you will communicate and review your answer choices together.

Meeting Preferences

Preferred mode(s) of communication

- Phone
- Text
- Email
- Video Chat
- In-Person
- No Preference

Desired communication frequency

- Weekly
- Every other week
- Monthly
- As needed
- Other _____

Desired response time:

- One day
- Three days
- One week
- Other _____

Desired time to notify if you will miss a meeting:

- One day
- Three days
- One week
- Other _____

Select the importance of the following traits in a strong mentorship:

| | Very Important | Important | Moderately Important | Of Little Importance | Un-important |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Curiosity | <input type="checkbox"/> |
| Discretion | <input type="checkbox"/> |
| Generosity | <input type="checkbox"/> |
| Honesty | <input type="checkbox"/> |
| Self-Reflection | <input type="checkbox"/> |
| Sensitivity to diversity (e.g, culture, race, gender, religion) | <input type="checkbox"/> |

Effective Mentoring Practices

Short-Term Goals Worksheet



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Short-Term Goals

Consider the activities below and concentrate on your top goals for this year.

Keep Your Goals
S.M.A.R.T.

Specific
Measurable
Action-Oriented
Realistic
Timely

Indicate your interest in learning more:

| | Low | Medium | High | N/A |
|---|--------------------------|--------------------------|--------------------------|--------------------------|
| Learn 3 insights into my mentor's academic experience | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Learn 3 insights of how personal and professional life fits together | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Learn 3 successful job interview strategies | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Learn 3 ways to improve my chances of getting a competitive and desirable job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Improve my resume/portfolio/CV and use it to apply to 1 job | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Shadow my mentor at their workplace twice | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other activities _____

Effective Mentoring Practices

Long-Term Goals Worksheet



Long-Term Goals

Concentrate on what you'd like to accomplish over the next few years. How can your mentor set you up to accomplish these goals?

Keep Your Goals
S.M.A.R.T.

Specific
Measurable
Action-Oriented
Realistic
Timely

| Activity | Mentee Response |
|---|-----------------|
| List 1-3 long term goals | |
| How can your mentor help you achieve these goals? | |
| List resources/skills that you currently possess that helps you achieve these goals | |
| List resources skills you would like your mentor to help you develop. | |
| What is the biggest challenge to achieving your goal? | |

Effective Mentoring Practices

Helping your Mentor Get to Know You



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Help your mentor get to know you better in advance! Try filling in the table below and share your thoughts around career, education related topics, or other things that you'd like your mentor to know about you.

| Life Area | I feel confident about... | I have these opportunities... | I need help with... |
|--|---------------------------|-------------------------------|---------------------|
| <p>Career</p> <p><i>Example topics: resume help, job shadowing, information interviews, etc.</i></p> | | | |
| <p>Education</p> <p><i>Example topics: choosing a major, classes, GPA standards in industry, etc.</i></p> | | | |
| <p>Other</p> <p><i>Example topics: balancing family and career, etc.</i></p> | | | |



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Section 6

Effective Mentoring Practices

Mentee Resources: Agendas and Activities

Contents

Sample Meeting Agendas

Ice Breaker Activity

Effective Mentoring Practices

Sample Meeting Agendas



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First Meeting

(1 hour agenda)

Pre-meeting action item: Review "First Meeting Checklist"

15 Minutes: Get to know each other (See Mentee Resources: Ice breaker Activities)

10 Minutes: Thoughtfully review answers from the pre-filled Partnership Agreements.

35 Minutes: Go over prefilled short/long term goals and set tasks to complete by the next meeting (see Sections 5 and 6)

5 Minutes: Set a time to meet again and go over any questions

Last Meeting

(30 minute agenda)

Pre-meeting action item: Review "Last Meeting Checklist"

10 Minutes: Reflect on the mentorship—what have you learned?

10 Minutes: Talk about the future—what will your next steps be? Does your mentor have any parting advice for you?

5 Minutes: Have an open conversation around informal mentoring. Is this something you both are interested in?

5 Minutes: Thank each other and acknowledge each other's contributions

Effective Mentoring Practices

Ice Breaker Activities



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Get to know each other in your first meeting by asking questions that highlight the unique qualities and shared experiences. Below are a few questions to get the conversation flowing.

Sample questions you could answer together

Personal

- Where are you from and how did you make your way to where you are now?
- Who was someone that had a positive influence on you when you were younger (or now)?
- What is the most daredevil thing you've ever done and how was that experience?
- If you could travel to any place in the world, where would you go?

Education/Career Focused

- What do you wish you did, but didn't get a chance to do, while you were in school?
- What made you sign up for the mentorship program? What are you looking to accomplish?
- What was your first job?

