



TOOLS FOR MENTORS

Prepare, meet, reflect

Prepare

The list below highlights some of the reasons an individual may seek to enter a mentoring relationship. Before you meet with your mentee, consider the objectives and respond to the prompts.

Objectives

Learn from another person's vision, experience, and knowledge

Obtain career advice and planning assistance

Get more involved in things inside my organisation/industry

Learn more about myself and develop my skills

Gain assistance solving problems and challenging my perspective

Explore new ways to contribute to my organisation and team

Build my self-confidence

Have a 'safe' space to bounce ideas and ideate

Increase my energy and interest in my work

Become more comfortable in my organisation/industry

Gain an understanding about the organisational culture, appropriate behaviours, attitudes and procedures.

What strengths, skills and relationships can you bring to your role as mentor?

What biases or preconceptions might you need to be aware of?

What information do you need to obtain to prepare yourself for your first meeting?

Meet

In your first meeting with your mentee, it is important to come to a common understanding about how you will work together. Use the prompt questions below to reflect on your role as mentor.

What are the outcomes or goals for your mentoring relationship?

What might you need to be aware of as you continue to engage with your mentee?

What are the strengths you will lean on to support your mentee?

What would you like to do more/less of to better support your mentee?

What are the next steps?

Reflect

As a mentor it is important that you have regular check ins with your mentee. Often, the cadence of your catch ups will be set by your mentee, but it is important that you as a mentor keep track of the conversations you have had and can help to establish a sense of momentum. The worksheet below may help you with this task.

Reviewing progress of my mentee

Insights gained and ideas to take forward

Key outcomes

People in my network to support

How can you maintain momentum?