

# Empowering Women

## MENTORSHIP PROGRAM

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# GUIDEBOOK



EMPOWERING WOMEN MENTORSHIP PROGRAM  
BROUGHT TO YOU BY KJ COMPANY AND CHORD MARKETING SERVICES.



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# *Empowering Women* MENTORSHIP PROGRAM

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## WELCOME TO THE EMPOWERING WOMEN MENTORSHIP PROGRAM

We are excited to have you on board and look forward to inspiring and empowering you to embark on this exciting journey.

Just a reminder about what makes this program unique -

We are focused on up- and- coming women in the electrical industry – allowing us to tailor the program on specific needs and topics relevant to you.

Our mentors are senior leaders and experienced veterans from the industry.

There are opportunities throughout the program to meet and connect with other participants.

The program is structured – with the flexibility to make it your own.

You are now part of a community of more than 200 women and their mentors who prioritize growth and personal development.

And you have this mentoring guidebook.

This mentoring guidebook is designed for both mentors and mentees to set the foundation, align expectations and equip you with the tools and resources you need to initiate and build a solid, rewarding mentoring relationship.

# WHAT IS MENTORING?

According to Eric Parsloe at the Oxford School of Coaching & Mentoring: “mentoring is to support and encourage people to manage their own learning in order that they may maximize their potential, develop their skills, improve their performance and become the person they want to be.”

It is an opportunity for two people to develop a relationship that can strengthen individual talents, provide a safe environment to discuss issues or barriers to success and can contribute to the enhancement of careers and personal development.

The relationship may be based on either personal or professional development.

The “mentor” is usually an experienced individual (though not necessarily older) who shares knowledge, experience, and advice with a less experienced person, or “mentee.”

Mentors become trusted advisers and role models – people who have “been there” and “done that.” They support and encourage their mentee by offering suggestions and knowledge, both general and specific. The goal is to help mentees improve their skills and, hopefully, advance their careers.

Steven Spielberg puts it well:

*“The delicate balance of mentoring someone is not creating them in your own image, but giving them the opportunity to create themselves.”*



# MENTORING KEYS TO SUCCESS

There are four essential elements necessary for an effective mentoring relationship:

- **Mutual trust and respect**
- **Two-way relationship**
- **Confidentiality**
- ~~**Chemistry**~~

**Mutual trust and respect** – mutual respect forms the foundation of the successful mentoring relationship. Learning is greatly enhanced when each person feels a sense of personal and professional respect for one another. Trust is built through honesty and integrity...aligning what is said with what is done.

**Two-way relationship** – mentoring is a two-way mutually beneficial learning situation where the mentor provides advice, shares knowledge and experiences; but also benefits from the relationship by developing leadership and communication skills, as well as gaining new perspectives and insights from the mentee. It is important that both mentor and mentee are prepared to have an open dialogue and a willingness to share knowledge and experience as well as learn from each other.

**Confidentiality** – mentoring should be a safe environment for reflections and exchange of knowledge and experience. This will not happen without the basic foundation of trust, commitment, and mutual respect. Mentors and mentees must hold anything that is said in confidence (as long as it is not illegal, nor violates industry code of conduct).

~~**Chemistry**~~ - sometimes, you may feel like you have a “lack of chemistry” with your mentoring match. No need to worry. Research shows that “chemistry” is not the decisive factor for successful mentoring. Rather, it’s the mutual desire to work together and communicate effectively that creates the success. So, if you feel you’re lacking “chemistry” with your mentor, give the partnership your best shot for at least 6 meetings. At a minimum, you are exposing yourself to a new point of view that could enhance and broaden yours, and you may even find a commonality during the six meetings.

## MENTEES:

- IDENTIFY YOUR WHY
- SET THE AGENDA, SCHEDULE MEETINGS
- ASK QUESTIONS, LISTEN, LEARN
- TRY OUT SOME IDEAS
- BE GRATEFUL- SHARE
- HAVE FUN
- CONFIDENTIALITY
- CONFIRM MEETINGS WITH KJ

MENTORING IS A ONE-ON-ONE EXPERIENCE BETWEEN A MENTOR AND MENTEE, WITH A FOCUS ON THE MENTEES AMBITIONS AND NEEDS. THE MENTOR AND MENTEE DETERMINE THE CONTENT AND STRUCTURE OF THEIR MENTORING PARTNERSHIP, BUT THE MENTEE IS RESPONSIBLE FOR OWNING, DRIVING AND DEVELOPING THE RELATIONSHIP.

## MENTORS:

- ENCOURAGE AND SUPPORT HER TO MANAGE HER OWN LEARNING
- GUIDE THEM- DON'T DO IT FOR HER
- SHARE- INSIGHTS, EXPERIENCES, FEEDBACK
- ROLE MODEL- SOUNDING BOARD
- FOSTER BALANCE
- ACCESSIBLE AND FULLY PRESENT
- CONFIDENTIALITY- SAFE PLACE
- HAVE FUN- BE YOURSELF



# ROLES & RESPONSIBILITIES OF THE MENTEE

The mentee's role in the relationship is just as important as the mentor's. Where the mentor offers guidance, motivation and support, the mentee identifies the skills and competencies you wish to gain and demonstrate that, over time, you are learning from the relationship.

The mentee is also responsible for owning, driving and developing the relationship, that means scheduling the meetings, sending an agenda for each meeting, taking notes during the meetings as well as trying out and applying the concepts and plans you come up with during your meetings. And you're not in it alone. We provide worksheets and templates; KJ and Stacey are here for you; and your mentor is there to help you as well.

## ROLES OF THE MENTEE

**Identify your why** – your specific area(s) for improvement and improvement goals (those that you identified in your self-assessment worksheet). Having goals is a tool in mentoring and not an outcome. Mentoring is about having the relationship and less about achieving objectives. Use the objectives as a tool to develop and deepen the relationship.

**Set the agenda for the meetings.** A prepared task list or set of intentions to achieve with your mentor will help you stay on task and optimize the time you have together in an efficient way. A sample agenda might include: progress update, goals review, actions taken, challenges faced, questions for your mentor, key learnings, action plan, confirm next meeting. See guidebook section on [meeting planner](#) for more ideas for agenda topics and conversation starters)

**Ask questions** – your mentor is there to share their experience and insight. As a mentee, it's up to you to prepare for your meetings with thoughtful questions. Before each meeting, write down at least four questions. Only ask the questions that you think are important in helping you to achieve your mentoring objective. If you need a little more help with one topic, let your mentor know; they are there for your benefit.

**Listen and learn** – after you ask a question, listen actively and don't be afraid to ask follow-up questions to clarify and understand how you can apply the insights to your actions. Practice to improve and update your mentor on your progress (use the [goals check-in worksheet](#) in the reference section at the end of the guidebook).

### BEST PRACTICE:

IF YOU SCHEDULE A MEETING WITH YOUR MENTOR EVERY OTHER WEDNESDAY, BLOCK TIME IN YOUR CALENDER FOR THE OTHER WEDNESDAY TO REFLECT AND WORK ON YOUR GOALS.

## ROLES OF THE MENTEE CONTINUED

**Try out some ideas** – your mentor will share a lot of ideas and insights with you. Make the most of your mentoring journey by trying out some (maybe not all) of the ideas, even if they seem impossible or push you outside your comfort zone. Report back to your mentor on whether it worked or not and let your mentor help you dissect what you might do differently next time.

**Be grateful** – offer genuine thanks for your mentor’s time, insights, knowledge and lessons you learn. If your mentor is doing an exceptional job, do not hesitate to let them know, and show your gratitude. Consider wrapping up each meeting with a question of your mentor: “now, tell me about you. How can I help you?”

**Share knowledge and information with your mentor** – remember mentoring is a 2-way street. You will learn from your mentor, but you can also provide insights to your mentor. For example, if you just read an interesting article on a subject that you spoke about, send the article with a nice note saying that you thought they may find this interesting. Podcasts and webinars are also great ways to share insights with your mentor.

**Be flexible, keep an open mind, and have fun** - a mentoring relationship is a great way to build confidence, enhance your skills and develop personally and professionally. While there is serious work involved, don’t forget to have fun; laugh with your mentor, be adventurous and don’t take things so seriously as to get in your own way!

**Confidentiality** – mentors and mentees must hold anything that is said in confidence (as long as it is not illegal nor violates industry code of conduct). We cannot emphasize this enough.

**Confirm each meeting with KJ** – we don’t need to know the details (although we do love to hear success stories). But at minimum we need to know you’re on track with your meetings. So just send a quick email “meeting 3 complete” to info@kjcompany.Net after each meeting.

### BEST PRACTICE:

CONSIDER WRAPPING UP EACH MEETING WITH A QUESTION FOR YOUR MENTOR:

*“Now tell me about you. How can I help you?”*



# ROLES & RESPONSIBILITIES OF THE MENTOR

Your mentor doesn't need to have all the answers, possess a PHD or be the CEO of a Fortune 100 company. They should however have a genuine interest in sharing their life experience and expertise in a mentoring relationship.

## ROLES OF THE MENTOR

**Encourage and support** - a mentor's primary role is to support and encourage the mentee to manage her own learning by sharing insights and experience so that the mentee can maximize her potential, develop skills, improve performance and become her best self.

**Guide her, don't do it for her** - oh, this is a tough one for many mentors, but the best mentors know their job isn't to direct this relationship; it's simply to serve as a sounding board and guide. The mentee does the heavy lifting and directs where she would like this relationship to go. The mentor's job is to guide her to determine her right course of action, be a positive influence and help facilitate problem-solving.

**Share** – insights, experiences, feedback. But don't teach or preach. Listen to the mentee to understand her questions and situation, then share relevant story of experience that will help her build her skills and confidence.

**Serve as a role model**, sounding board, trusted advisor and confidant. Great mentors inspire their mentee by setting an example and potentially motivate her toward a future that is beyond her original dreams.

**Foster balance** - help your mentee balance the “pressure” of managing her own learning (for example: structured meetings vs just let it flow; putting her mentor on a pedestal vs realizing she's just human, ask questions vs listening)

**Be accessible, fully present and committed to the relationship** – devote full attention, time, and energy to the mentee. If you have a conflict that will prevent you from being fully present, it's best to re-schedule your mentoring meeting.

**Confidentiality** – mentors and mentees must hold anything that is said in confidence (as long as it is not illegal nor violates industry code of conduct). We cannot emphasize this enough.

**Have fun and be yourself** - mentoring is just about having conversations with people, sharing knowledge, experiences and stories. These powerful conversations will help mentors reflect on their own skills, career and help mentors further develop mentoring, leadership and communication skills.

# QUALITIES OF EFFECTIVE MENTEES AND MENTORS

## EFFECTIVE MENTEES:

- REMEMBER YOUR MENTOR IS A VOLUNTEER
- TAKE RESPONSIBILITY FOR YOUR OWN LEARNING
- SET REALISTIC EXPECTATIONS
- BUILD RAPPORT AND TRUST
- IS RESPECTFUL OF YOUR MENTOR'S TIME
- TAKE APPROPRIATE RISKS

## GREAT MENTORS:

- CARE
- SHARE SECRET SAUCE
- ASK QUESTIONS & LISTEN WITHOUT JUDGMENT
- GIVE HONEST BUT TOUGH FEEDBACK
- BUILD TRUST, SHOW COMPASSION AND EMPATHY
- USE STORY-TELLING
- CUT THEMSELVES & THEIR MENTEE SOME SLACK

## QUALITIES THAT EFFECTIVE MENTEES SHARE

**Remember that your mentor is a volunteer** - taking time out of his/her life to help you with a skill set where he/she has more experience.

**Take responsibility for your own learning** - your mentor may lead you to water, but he/she can't force you to drink. They can equip you with knowledge and insights, but only if you are willing to take responsibility and absorb all the knowledge you can.

**Set realistic expectations with your mentor** – your mentor is a guide, not a miracle worker; keep that in mind. Remember he/she has a busy life, so set attainable goals for your time spent together, and set realistic development goals for yourself.

**Build rapport and trust** - the people you have the best conversations with are those you feel most comfortable with. Sometimes this level of comfort comes easily while other times it takes a great amount of work. In either case, developing the skills to build rapport will serve you well throughout your life.

**Be respectful of your mentor's time** – be on time, be prepared, stay on track. If you need to reschedule something, make sure to give at least 24 hours in advance.

**Take appropriate risks** - your mentor will help you think about ways to remove barriers and actions you can take. However, without trying some new actions, there may be little substance to the mentoring. Try new actions, assess what you learned, and use this to guide the mentoring conversations. Don't be too critical of yourself for making mistakes...try, try and try again.



# QUALITIES THAT EFFECTIVE MENTORS SHARE

**Care** – great mentors care...they care about the mentee, they care about the mentoring program, they care about the industry. Maya Angelou says it well: “in order to be a mentor, and an effective one, one must care. You don’t have to know how many square miles are in Idaho, or the chemical makeup of chemistry or of blood or water. Know what you know and care about the person, care about what you know and care about the person you’re sharing with.”

**Secret sauce** – great mentors go beyond tacit knowledge and skills by sharing insights regarding things like “how do you lead brainstorming sessions?” Or “how do you come up with that “big” idea?” Or “how do you best collaborate with others?” Explain the “why” not just the “what”. Sharing this type of information will help the mentee navigate as she progresses through her life and career.

**Ask questions & listen without judgment** – while the mentee is focused on asking you questions, sometimes it’s the questions they don’t know to ask that help them grow the most. Great mentors use active listening and listening without passing judgment. Too often when we listen to someone else talk, we project ourselves onto the other person: what would we do, how would we react, what would we say? The best mentors always look at the situation from the mentees perspective and listen to hear; not just to respond.

**Be honest but tough** - many times mentees don’t get the true feedback from their manager or work associates that she needs to advance. The most successful mentors have no problem offering “tough love” when necessary. This is your chance to provide honest and sometimes tough feedback that will help her get to the next level. And she will likely be more receptive to feedback from you in a safe place than in a challenging work environment. It’s also okay to admit you don’t have the answer and direct her to other potential sources of information.

## QUALITIES THAT EFFECTIVE MENTORS SHARE CONTINUED

**Build trust, show compassion and empathy** – trust builds over time in getting to know one another. Great mentors leverage their experience in building trust through personal disclosure, being consistent, open, honest, transparent and keeping your commitments. Be human and real to show her that you're a person, just like she is. Also know that there will be times when mentors need to show genuine compassion and empathy for your mentee. Perhaps she suffered an unexpected setback or was passed over for a promotion? The best mentors know when to be compassionate—and when to nudge the mentee to get back up, dust herself off, and start all over again. Great mentors show empathy by letting your mentee see that you know what it's like to be in her shoes. And often this requires that you be a bit vulnerable in order for your mentee to open up and be vulnerable herself.

**Use story-telling** – not hypothetical. Your mentee is looking to you to share your experiences and one of the best, memorable and meaningful ways to do that is through story-telling. Share stories of your real experiences. Maybe you even tried something and failed. Share your story on how you dealt with that failure and, maybe, what you learned from it. Also be patient to understand what it really is that she wants to know, then share a relevant story.

**Cut yourself some slack** – excellent mentors can hold yourself and your mentee to high standards. Thinking something like: “my success as a mentor is based on the success of my mentee.” Or “I'm investing my time and energy in my mentee, so she will, in turn, work hard to learn and grow.” We designed the empowering women mentorship program with two key elements to specifically foster success: 1) each mentee was nominated by a sponsor who vouched for her that she has the aspiration, drive and commitment for the program, and 2) we provide tools and resources to help her navigate her journey. Even with these design elements, it's important for you to remember that when she doesn't meet your high expectations, don't become discouraged or look at it as a sense of failure. Cut yourself and your mentee some slack and be appreciative for what you have shared and learned.

# MEETING PLANNER



PART OF WHAT MAKES THE EMPOWERING MENTORSHIP PROGRAM UNIQUE IS THAT IT IS STRUCTURED WITH FLEXIBILITY FOR YOU TO MAKE IT YOUR OWN. OUR EXPERIENCE SHOWS THAT A LITTLE STRUCTURE IN THE FIRST COUPLE OF MEETINGS SETS THE TONE FOR A VERY IMPACTFUL MENTORING JOURNEY. WE OFFER THESE MEETING PLANNER IDEAS TO GET YOU STARTED AND HELP YOU KEEP GOING.

# PREPARING FOR YOUR FIRST MEETING

Share your self-assessment - as a mentee, your role is to schedule the meetings, set the agenda, ask insightful questions and listen to your mentor's stories, experiences and ideas. A great way to begin is by sharing your self-assessment with your mentor; and ask them to share their profile with you. This will give them insights into your areas of focus and goals you have for the program.

Send a calendar invite for the meeting – pick the platform that works best for you (zoom, teams, phone) and confirm the meeting date-time with your mentor by sending a calendar invite. Given the material you need to cover in the first meeting, you may consider scheduling it for 90 minutes.

Send your mentor an email with the planned agenda. A sample is here, based on the six things you need to accomplish as laid out in the first meeting guidelines:

- **Get to know each other**
- **Align on expectations**
- **Schedule next five meetings**
- **Mentoring agreement**
- **Guidebook discussion**
- **Goals discussion**

## YOUR FIRST MEETING

So, you're getting ready for your first meeting with your mentor, and maybe you're asking yourself, "what are we going to talk about?" Don't worry, we're here to help. Also remember that a relationship is built over time, so if your first meeting feels a bit awkward, you're not alone. Stick with it and give it time to develop.

There is a lot to cover in your first meeting so sticking to your agenda yet being flexible will enable you to accomplish the main objective of the first meeting – get to know your mentoring partner and set the tone for future meetings.

Follow the first meeting guidelines:

**There are 6 things you should accomplish in your first meeting:**

1. **Get to know each other**
2. **Align on expectations**
3. **Schedule next five meetings**
4. **Sign your mentoring agreement**
5. **Guidebook discussion**
6. **Goals discussion**

# FIRST MEETING GUIDELINES

**1. Get to know each other** – share background stories (where you grew up, career paths, education history).

Some other topics to consider:

- *How did you get into the industry?*
- *Who is someone in the industry that you admire?*
- *How did you hear about the EWMP?*
- *What are your goals for the journey?*
- *Why did your sponsor nominate you?*
- *Why do you think KJ & Stacey matched you together?*

**Don't be afraid to make it personal:**

Share details, even photos, of your family, pets, favorite vacation spots.

Ask about their interests, books, TV shows, movies.

What's your favorite food, animal, vacation, hobby?

What TV show are you binge watching right now?

We guarantee you'll love the commonalities you discover.

**2. Align on expectations**

How often you will meet? What day-time will you meet?

How long will your meetings last (1 hour is recommended)

Where will they take place – phone, zoom, teams, face-time, in-person?

What if you have to re-schedule? What's best way to notify each other?

How much in advance of the meeting should the mentee provide an agenda or list of topics to discuss?

How often will the mentee provide an update on goals to the mentor?

How will you measure your progress in the program?

How will you celebrate your successes and offer feedback if goals are not achieved?

**3. Schedule your next five meetings** – consider picking a specific day and time (ex: weds at 3:00pm) that you can meet every other week. The mentee should send a calendar invite to the mentor for all five meetings. It's important to get these on the calendar, even if you need to shift them later on.

## BEST PRACTICE

A BEST PRACTICE FOR THE MENTEE IS TO BLOCK THE SAME DAY/TIME ON HER CALENDAR FOR THE OFF WEEKS TO SELF-REFLECT AND WORK ON HER GOALS (EX: EVERY OTHER WEEK WEDNESDAY AT 3:00PM).



# FIRST MEETING GUIDELINES (CONTINUED)

**4. Sign the [mentoring agreement](#)** - you don't need to send this to us, but share with each other to have details on your agreed commitment to each other and to the program.

**5. Guidebook discussion** – the guidebook is designed as a tool to use as needed. We encourage you to both read through the guidebook so you're familiar with the tools and information. During your first meeting, a brief discussion on how the guidebook can be leveraged for your mentoring journey is a good way to align. Do you have any questions about the information? Is there a section that is particularly useful?

**6. Self-assessment and goals discussion** – one good way to get to know each other is by sharing your application/profile. Each of you completed the 2-page self-assessment, mentees identified the 1-2 areas that you want to work on through a mentoring relationship and mentors identified the 2-3 key skills and competencies that you utilize most in your current role and that you can share with a mentee. Now is the time to talk more about your areas of focus and high-level goals. Think about a story or experience in your career that has led you to this point and made you decide to focus on these 1-2 areas. Perhaps your mentor has a particular story in their career that demonstrates their skill in the area that you are focused on.

Work with your mentor to prioritize the goals, put them on paper (use the [goal-setting worksheet](#)) and begin to talk about how you, together, can work towards building your skills and confidence in these areas of focus. (And don't worry if you don't get to this part in your first meeting. If you run out of time, just push this discussion to the first agenda item for your second meeting).



## YOUR SECOND MEETING

In your first meeting you began to build rapport. In your second meeting you can begin to dig deeper into your goals and action plan. Identify your “why” behind your goals, clarify your goals and put them on paper with the help of your mentor (use the [goal-setting worksheet](#)). You may want to consider additional self-assessments such as Clifton Strengths and Myers-Briggs (links to these are available on our [website](#).)

**Personal and professional goals** – it’s important that personal goals and professional goals are in alignment. So don’t forget to talk with your mentor about both. Some personal goals might be: work/life balance, travel, emotional intelligence, volunteer, read

During your second meeting, you can also set the tone for future meetings with a “standard” agenda. Something like:

5 Minutes – catch up & continue building relationship

10 Minutes – progress update & goals/topics for today

30 Minutes – deep dive on goals and topics

10 Minutes – wrap-up and action plan

([Note taking worksheet](#) is a good tool)

5 Minutes – now what can (mentee) do for you (mentor)?

Send the agenda in advance. And don’t forget to ask your mentor for input. A short email like “Hey Stacey! Looking forward to our mentoring journey. The following is a draft agenda for our calls. Please let me know if there’s anything else you want to add”

You may also want to add the agenda to your calendar invite.

## ONGOING MEETINGS

In this section we provide some sample topics, agendas, concrete ideas and other meeting examples that you may want to consider for your future meetings. Remember, this is your journey, so you do you.

And don't worry about being too rigid in your agenda. Here is an example from one of our mentees:

“Hey KJ! Excited to connect tomorrow! We can have a less structured call tomorrow, where we really dig into the two goals we selected for the mentorship:

**Industry knowledge** - talk about industry trends and challenges. Navigating industry conferences and events. Help understand the various sides of the industry (mfg, dist, contractor, rep).

**Self-assessments** – perhaps you and your mentor are interested in using one of the self-assessment tools featured on our web-site. Enneagram, “insights” profile, Clifton strengths, etc. Take the assessment, share the results with your mentor in advance of your meeting. Then you can spend an entire session going through the results, understanding what they mean and then set goals and action plans around them.

**Challenges:** an impactful way to help the mentee try out some of the ideas discussed are to use “challenges” or homework from the mentor. Some examples are: reach out and meet with at least 3 people in your company who are at least 2 levels above you. This helps build the mentee's network and confidence.

**Need or want vs should** - every time you find yourself doing something because you “should” do it, stop and ask “do I really need or want to do this?” Only do things because you need or want to, not because you should. This helps the mentee become a more authentic self.

**Say yes** – for the next 2 weeks, find at least 3 times when you can say “yes” to an invitation that you would normally say no. This helps mentee build her confidence, network and social skills.

**Build her network** – identify at least 1 person the mentee wants to build a stronger, deeper connection with (business or personal). Challenge her to schedule a call or coffee or lunch. After the meeting, have her reflect on the meeting (how she felt, what made her nervous, what was the outcome, etc). Then support her and encourage her as she conducts a second and third meeting.

## ONGOING MEETINGS (CONTINUED)

### Career-pathing

“What do you want to be when you grow up?” How many times were you asked that as a child growing up? Now that you’re in a career, the question is still relevant. Your mentor is a great resource to help you explore a variety of paths and chart the course for the next step in your career. It’s important to remember there may not be a definitive straight line trajectory for your career. Sometimes we zig, other times we zag. You may have to take a lateral move to prepare yourself for the next role. There are a number of books and tools on our web-site you can explore with your mentor to understand where you are today and where you want to go short-term and long-term.

One of our mentors, Jim Markisohn, shared an exercise he uses to help mentees think about their career path in a unique way. He asks them to imagine themselves after retirement – writing postcards to friends and family members from a retreat at the beach (or other venue) following a successful career. What would have comprised that success? What would you say about your biggest accomplishments, proudest moments, the impacts you made, the best advice you gave and received. What was your most satisfying/rewarding role? This sets the foundation for the mentee’s long-term priorities. Then he has them work their way back in 5 year increments to the present day outlining what they would have to achieve, what roles/jobs they might have to take on and what skills they would need to develop in order to reach each milestone leading up to retirement from a successful career. As this is also developed by the mentee, they can begin to visualize a path that is not always “up and to the right” but full of twists, turns, and side steps – all in the name of helping reach one’s ultimate goals. Even though – for most people – this road map (and occasionally, even the end goal) can change over time, the benefit of this exercise is the creation of a playbook or road map, helping chart the path for their own success.

## ONGOING MEETINGS (CONTINUED)

### Leadership

In one of our conversation starters, MikNadeau facilitated a discussion on building leadership skills. Her advice is summarized in these 4 key take-aways. Consider using one or more of these as topics to discuss and explore with your mentor.

**Self talk** – don't let that little voice or doubt in your head keep you from being the leader that you are. Consider a personal mantra as a way of building your confidence in your strengths, talents and skills.

Knowledge is important – there is something to be said for “fake it until you make it” however, having the facts and subject matter knowledge is important to have the confidence to lead. You don't have to know all the answers, either. Be willing to admit if you don't know the answer and defer to others.

**Empowering others** – part of being a great leader is to identify the strengths of your team, share a vision for the future, then empower your team to carve their path toward that goal. Encourage them, support them, and empower them.

**Dressing the part, know how you present yourself** – dressing for your day is critical in how you see yourself and how others perceive you. Have you ever forced yourself to put on that jacket (blouse, dress, skirt) that's been in your closet forever; but you've never worn? Only to look in the mirror and feel frumpy or uncomfortable? Get rid of it already! Dress for success means wearing clothes that make you feel great! Don't try to be someone else's version of success.



## ONGOING MEETINGS (CONTINUED)

### Communicating

In one of our conversation starters, Joanne Edwards facilitated a discussion on building communication skills. Her advice is summarized in these 4+ key take-aways. Consider using one or more of these as topics to discuss and explore with your mentor.

**Use an ice breaker-** There are lots of games, ideas and concepts for an ice breaker. Go beyond the weather and ask about favorite color, vacation spot, one word on how you're showing up today.

**Do you hear what hear** – pay attention to how things are sent but also how they are received. Repeat your understanding of what the other person said to confirm.

**Consider your communication style choices** – formal or casual, written or verbal, text or email. Use what makes sense for you and for the situation.

**Consistency in communication.** One example of this is to repeat messages over. Repetition lends itself to be more easily memorable and sometimes adds a layer of truth. Another example of consistency is to communicate the message with the same tone and message, perhaps adding a story to relay a more difficult message or complex messages.

**Have empathy of other people-** reflecting back the emotions we hear; show understanding, encouraging the speaker to share more by validating them without judgment.



## ONGOING MEETINGS (CONTINUED)

### Networking

In one of our conversation starters, Debra Fine ([www.Debrafine.Com](http://www.Debrafine.Com)) facilitated a discussion on building networking skills. Her advice is summarized in these 4 key take-aways. Consider using one or more of these as topics to discuss and explore with your mentor.

**Make it a task** - i.e. I am going to meet three people and then I get to go home early. Then you have a goal, you reach the goal and you can be done, but you have accomplished what you wanted to (and avoided standing alone in the corner).

**Be aware/learn conversation starters** – here are some of my favorites: what keeps you busy outside of work? How did you learn about this conference, program, etc? What are your goals for today’s meeting (for this week, for this year)? What books or podcasts or TV shows are you reading/watching? And be aware of conversation killers like “are you married?” Or “do you have kids?”

**Put in the time**, it takes practice and consistency to be a good networker.

Instead of practicing with opening questions, be prepared with things to talk about, facts you learned previously or commonalities about the location/occasion, season of the year, and events in the news. The worst time to think of something to talk about is when there is nothing to talk about.

### Confidence

In one of our conversation starters, Vicki Bradley ([www.Wilempowered.Com](http://www.Wilempowered.Com)) facilitated a discussion on building confidence. Her advice is summarized in these 4 key take-aways. Consider using one or more of these as topics to discuss and explore with your mentor.

What we feed into our minds is what we believe in. It is what drives us – feed it with positive ideas, thoughts, perspectives.

**Confidence transfer** – what areas are you more confident in that you can transfer strengths

**Self-talk** – recognize it, catch it, inquire and then how to reframe – this penetrates at a cellular level

**What if I don’t succeed?** – Play the game, flip it – what if I am a huge success!

**Muscle building** – must keep going and build discipline.

# ONGOING MEETINGS (CONTINUED)

## **Themed agendas –**

One of our mentees used themes in her agenda to guide her discussions.

Connect

Talk deeper about career path thus far

How do we define growth as a mentor/mentee partnership?

One failure that we had and how we addressed it

One success story - what did you learn from it?

What is the most overused word in the industry right now?

## **Balance leading & coaching structures**

Leading with emotion vs empathy

Advice on how to lead and coach powerfully but attractively

Accountability (deadlines & reporting)

## **The 3 C's**

Clarity (written communication)

Conviction

Consistency





# Mentoring Agreement



## Mentoring Agreement for:

\_\_\_\_\_ and \_\_\_\_\_

Mentoring requires a commitment and dedication to the mentoring process. In order to benefit fully from the program, we recommend that you read the following statements, sign the form at your first meeting and retain a copy for your records.

### agree to:

- Focus on developing my strengths and competencies over the course of the program and share these talents with my mentoring partner.
- Take full advantage of all aspects of this mentoring program (mentoring partnership, training tools, recommended reading, etc.)
- Meet with my mentoring partner 6 times, ideally every other week.
- Be respectful of my mentoring partner's time and contribution by keeping my commitments, honoring our meeting schedule and providing advance notice if need to reschedule.

### understand that:

- All discussions with my mentoring partner are to be kept confidential. The exceptions to that confidentiality would include harm to self and others and any illegal conduct such as sexual harassment.
- My reward in this program will be in direct proportion to commitment and involvement.
- We are committing to conduct 6 meetings, after which the official mentoring program will end. We may choose to extend the relationship if it's mutually agreeable.

### Additional elements we agree to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mentee Signature

Date

\_\_\_\_\_

Mentor Signature

Date

\_\_\_\_\_

# Goals Setting Worksheet

The following worksheet is designed to provide a summary of the mentee goals and a realistic deadline to the mentee to act on and achieve them.

**Goal 1:** \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

How my mentor can help: \_\_\_\_\_

How will measure success: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Steps plan to take to reach this goal: \_\_\_\_\_

**Goal 2:** \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

How my mentor can help: \_\_\_\_\_

How will measure success: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Steps plan to take to reach this goal: \_\_\_\_\_

**Goal 3:** \_\_\_\_\_

Description: \_\_\_\_\_

\_\_\_\_\_

How my mentor can help: \_\_\_\_\_

How will measure success: \_\_\_\_\_

Target completion date: \_\_\_\_\_

Steps plan to take to reach this goal: \_\_\_\_\_

# Goals Check-in Worksheet

The following worksheet provides a reality check on how much success the mentee has achieved by the deadlines, and what the hurdles are in her path.

Date of Meeting: \_\_\_\_\_

Goal 1: \_\_\_\_\_ Goal met \_\_\_\_ Making progress \_\_\_\_ No progress \_\_\_\_

Accomplishments: \_\_\_\_\_

\_\_\_\_\_

Obstacles: \_\_\_\_\_

\_\_\_\_\_

New goal or strategy to overcome obstacles (if needed): \_\_\_\_\_

\_\_\_\_\_

Goal 2: \_\_\_\_\_ Goal met \_\_\_\_ Making progress \_\_\_\_ No progress \_\_\_\_

Accomplishments: \_\_\_\_\_

\_\_\_\_\_

Obstacles: \_\_\_\_\_

\_\_\_\_\_

New goal or strategy to overcome obstacles (if needed): \_\_\_\_\_

\_\_\_\_\_

Goal 3: \_\_\_\_\_ Goal met \_\_\_\_ Making progress \_\_\_\_ No progress \_\_\_\_

Accomplishments: \_\_\_\_\_

\_\_\_\_\_

Obstacles: \_\_\_\_\_

\_\_\_\_\_

New goal or strategy to overcome obstacles (if needed): \_\_\_\_\_

\_\_\_\_\_

# Mentoring Meeting Minutes/Notes Template

The following worksheet provides an outline for notes during your mentoring meetings.

Date of Meeting: \_\_\_\_\_

Discussion Topics: \_\_\_\_\_

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Key Learnings & Take-aways: \_\_\_\_\_

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Useful Resources \_\_\_\_\_

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## Action Items

Action Planned	Who	By When	Date Completed

Date of Next Meeting: \_\_\_\_\_

