

MENTOR CHEAT SHEET

You're First Mentoring Meeting

The quality of the relationship between the mentor and the mentee is what holds the mentoring partnership together. From the beginning, steps need to be taken to foster the understanding of roles and clarification of expectations. You will need to **engage** the mentee in the very first conversation, setting a positive tone and expectation for active participation for the entire relationship. **Connecting** with the mentee and thereby being able to connect future learning to the mentee and his or her life experiences will foster the sustainability of the learning. **Checking out the assumptions** of both partners will help you manage expectations as well as build a foundation for candid communication and trust. These tips are meant to be used as tools as you build your relationship. Remember that the BEN-E-LECT is here to support you at all times.

Things to keep in mind:

- Your goal is to be an effective listener with no judgment.
- You set the tone for what *you* are to your mentee. You are a guide, a trusted ally, and loyal confidant. You are not there to be a judge, a parent or a best friend. They have probably already experienced those relationships and YOU as a mentor must create a streamline relationship of connectivity that is unique to the two of you.
- You are the leader of the relationship. The mentee should set conversation priorities while you maintain conversation productivity
- Guard your reactions so you do not offend the mentee when they share something, even if it is outside your comfort zone.
- Be aware of your facial expressions, tone of voice and body language
- Don't be afraid to ask for clarification if you don't understand what your mentee is saying.
- If your mentee asks for your opinion, gently steer the conversation back to what the mentee really thinks. It's about the mentee, not you.
- Only share information you are comfortable sharing at that time.
- Your mentee will be aware you are sizing them up, they are used to this. They will be doing the same thing to you. Keep the conversation positive and point of the good things you are hearing from your mentee.
- Make sure to thank them for their time and try to set up the next meeting
- Work the next meeting into the conversation. Ask your mentee what would make your time together enjoyable and beneficial for them.

Mentor's Strategies for Effective Mentoring Conversations
REMEMBER: There is no uniform style or pace required. Each relationship is unique.

Agenda Items	Strategies for Conversation	Possible Mentor Approaches
Take time getting to know each other.	Review the partner organization your mentee is from. This will give you a head start for your first meeting.	Establish rapport. Identify points of connection or things you have in common or that you both enjoy.
Talk about mentoring	Ask: Have you ever been engaged in a mentoring relationship? If so, what did you learn from that experience?	Talk about your own mentoring experiences, always leading back to ask your mentee what will help them.
Determine the mentee's goals (Baby Steps are key to success)	Ask: What do you want to learn from this experience? Give the mentee an opportunity to articulate goals they are already working towards	Determine if the mentee is clear about his or her goals and objectives. Are they ready to get started or do they need to concentrate on recovery?
Determine the mentee's relationship needs and expectations.	Ask: What do you want out of this relationship? What is realistic for them?	Be sure you repeat back what your mentee wants from the mentoring relationship so they know you heard them.
Define the basic rules and a time table.	Ask: What would success look like for you? What is your timetable for achieving it?	What short term goals (baby steps) can start them towards that path?
Discuss what will help keep you both on the same page	Ask for feedback. Discuss: assumptions, needs, expectations and limitations with candor and confidentiality.	What are you willing and capable of contributing to the relationship? (Monetary and Material contributions are not allowed.)
Discuss options and opportunities for learning and growth.	Ask: How would you like to go about achieving your learning goals? Discuss: Learning and communication styles Ask: What is the most useful support I can give?	Discuss the implications of each other's styles and how that might affect the mentoring relationship.

A Consensual Mentoring Partnership Agreement

Use these guidelines as a tool to help your mentee set the tone, pace, comfort level and expectations for the time you will spend together

- Your mentee needs to feel assured that what they share with you will remain confidential.
- You need to explain the rules that you are required to follow set by the foundation and authorities.
- Make sure that you clarify the difference of the formal relationship vs. informal relationship. Moving into the informal relationship after a successful close to the formal relationship is another goal in achieving long term success. It is not you “*being done with them*”.
- Discuss goals (What will your mentee consider a success at the end of your formal relationship?)
- Success criteria and measurement (How will we know if we have succeeded?)
- Boundaries and hot buttons (What are the not-to-exceed limits? What hot buttons exist for your mentee?)
- Confidentiality safeguards (What do we need to do to protect the confidentiality of this specific relationship? Clarify foundation and partner organization rules)
- Accountability assurances (How do we ensure that we do what we say we are going to do? How do we keep each other accountable?)
- Ground rules (What are the norms and guidelines we will follow? Who will be responsible for what? Clarify foundation and partner org rules and why they are necessary and temporary for the health of the formal relationship)
- Mentoring work plan (What are the baby steps we can start now for achieving our goals? Remember, showing up at all could be a huge “baby” step for your mentee)
- Consensual mentoring agreement (What is important to each of us to ensure that this agreement works for us?)