

Mentee training

Internal Mentoring



- 
- What is mentorship and what is the role of the mentee?
 - How to drive mentoring relationships
 - The flow of mentoring meetings
 - Scenarios



Have you had a mentor before?

How did this person help you?

How did they practice their influence?

How did they support you emotionally?



Mentoring is...

A connection in which an experienced individual serves as the sounding board and provides advice, guidance and support to empower the development of another individual



The mentee's role is to leverage their mentor's expertise to drive their own professional developmental:

- Student
- Risk taker
- Integrator



Becoming a mentee

What will I gain?

- Accelerate your growth
- Receive career guidance and advice
- Build your network
- Grow your confidence
- Broaden your understanding of the big picture
- Build leadership capabilities



Becoming a mentee

What's expected of me?

- Own the process & the relationship
- Be passionate about growth
- Be open to feedback & being challenged
- Bring energy to the mentoring relationship
- Be genuine - share failures as well as success
- Take risks; recognize that mistakes and conflicts are a part of learning



Mentoring is a two-way relationship

1

Take responsibility

- Schedule the meetings
- Drive the conversations
- Push your development objectives

2

Give & take

It's not only what your mentor can do for you.

It's also what you can do for your mentor.

3

Push & be pushed

You may provide insights your mentor hasn't considered.

It's good to be challenged, but don't take what's being told to you as the only solution - be confident to push back.



Effective mentorship hinges on *Growth mindsets*

“A growth mindset is the belief that **a person’s capacities and talents can be improved over time.**

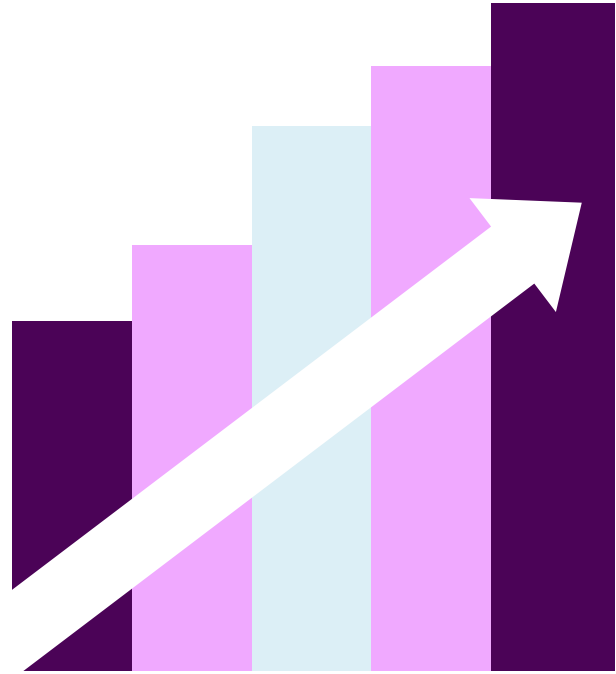
People with a growth mindset believe that **intelligence isn’t fixed — it can be developed** through determination and practice.”

Professor Carol Dweck



Cultivating a growth mindset

1. Embrace the power of "yet"
2. Emphasize the effort
3. Challenges are opportunities
4. Embrace failure
5. Practice positive self-talk
6. Love learning
7. Seek feedback
8. Set learning goals



Mentoring sessions



How to prepare for mentoring meetings:

Be an active participant

- Reflect on your goals and how mentoring supports them
- Identify key topics and objectives for discussion
- Come prepared with what matters most to your growth
- Take and review notes before and after sessions
- Complete follow-ups and be ready for next steps



Session 1: Establish 'ground rules'

- Set clear expectations
- Decide together on meeting frequency & time
- Agree on how and where you'll meet
- Align on goals and objectives
- Define discussion topics & boundaries
- Share feedback preferences



Ongoing sessions agenda

Agenda	Details	Duration
Welcome back	Quick catch-up and welcome back	5min
Kickoff	• Discuss your goals for the meeting • Review action items from previous meeting • Share any important updates/ changes since last meeting	10min
Mentoring	Create alignment on a concrete goal for the meeting, related to your development goal. Build upon previous growth and lessons learned.	35min
Next Steps	Summarize the progress towards goals, agree on next steps /actions	10min



Final session agenda – Achieving closure

Step 1: Summarize

- What progress was achieved towards the goals established?
- What did you learn about yourself? The org?
- Feedback that you have for each other
- Share appreciation

Step 2: Way Forward

- What is left to be achieved? How and when will you do so?
- What is the status of the relationship moving forward?
 - (Informal meetings quarterly?)



Scenarios



The mentor misses a scheduled meeting and did not inform you in advance.

Do you:

- A. Call / email immediately and inquire as to what happened
- B. Wait to hear from the mentor before agreeing to meet again
- C. Wait until the next session before addressing this issue
- D. Tell the program manager



You feel like you are being treated more as a student than a mentee / colleague.

Do you:

- A. Discuss your feelings with the mentor
- B. Tell the program manager and request a change in mentor
- C. Listen to your mentor, they know best



Your manager wants to meet directly with your mentor to discuss the program and what you are working on

Do you:

- A. Agree to the meeting, you have nothing to hide
- B. Inform the program manager to handle this on your behalf, because you don't feel comfortable
- C. Tell the manager that you'll answer questions yourself, but that the relationship with the mentor is confidential
- D. Ask your mentor what they prefer to do, and then do that



You feel like you achieved the goal you set out to achieve before the program is completed (there are more sessions left).

Do you:

- A. Continue to meet with your mentor, it's a great relationship and it's always nice to chat
- B. Speak to your mentor about this feeling, sharing with them examples of your growth, and see if they agree with you
- C. Tell your Program Manager that you got what you wanted out of it and you think the program is done.
- D. Stop scheduling sessions altogether



Thank You

