Developing Your Mentoring Strategy

Participant Guide

Revised: February 2018

Copyright © 2015 – 2018 Diverse Talent Strategies All rights reserved.
Except where permitted by law, this material may not be copied, reproduced, distributed or otherwise used, except with the prior written permission of Diverse Talent Strategies.
# Table of Contents

Introduction ........................................................................................................................................... 3

Responsibilities List ................................................................................................................................. 4

Mentor Responsibilities .............................................................................................................................. 4

Creating a Mentoring Action Plan ........................................................................................................... 5

Framework for a Successful Relationship ................................................................................................. 6

Developing Your Personal Board of Directors ...................................................................................... 7

Developing Your Mentoring Strategy ...................................................................................................... 8

Reflection Notes ....................................................................................................................................... 9
Introduction

This course is Developing Your Mentoring Strategy. In this course, you will:

✓ Gain a clear understanding of what mentoring means and what it entails
✓ Understand your roles and responsibilities as a mentee and what you hope to achieve
✓ Work to avoid common pitfalls, which can derail a mentoring relationship
✓ Consider the importance of a broad network of connections and how they can help you achieve your goals

Defining Mentoring

What is the definition of mentoring?

_____________________________________________________________________________

_____________________________________________________________________________
Responsibilities List

Mentor Responsibilities

• Transfer of knowledge
• Demonstrate interest
• Willing to set aside time for mentoring
• Goal setting
• Holding the mentee accountable
• Encouraging, Supporting, Guiding, and Challenging
• Provide inspiration and motivation
• Be a confidant
• Make sure meetings happen

Mentee Responsibilities

• Drive the mentoring process
• Communicating needs and expectations
• Come prepared to the meeting
• Listen, observe and ask questions
• Identify actions and strategies for improvement
• Follow through on assignments from the mentor
• Own your own development and drive your success!
Creating a Mentoring Action Plan

• Determine which competency you will work on
• Complete the “Mentee Self-Assessment”
• Select a mentor to help you work on that competency
• Work with the mentor to complete the Mentoring Action Plan
• Identify actions and strategies for development throughout the relationship
• Follow through on assignments from the mentor by the deadline given
• Reflect on progress and continued action items in the closing meeting
Framework for a Successful Relationship

In the first meeting, you will be developing the relationship and setting goals. You should:

- Make introductions and get to know one another
- Discuss your goals and objectives
- Discuss Expectations
- Seek agreement of responsibilities
- Agree on time commitment and schedule
- Review the Mentoring Agreement

In the subsequent meetings, you will start working through the goals of the mentee. You should:

- Share progress toward action items
- Provide feedback to mentor
- Encourage the mentor to share more relevant experience
- Set action items
- Review progress

In the closing meeting, you will review progress and encourage the mentee to continue accomplishing their goals. You should:

- Review the action plan
- Reflect on what was learned
- Ask for feedback
- Discuss what worked well and what didn’t work well and what was learned
- Offer feedback to the mentor
- Transition the relationship
Developing Your Personal Board of Directors

At Diverse Talent Strategies, we teach the importance of having a “Personal Board of Directors”, in other words, having multiple people to call on for wisdom and perspective. Recognizing that each person you interact with in this program has unique perspectives, experience, and talents and abilities, this is an incredible way to grow your network, meet new people, and leverage the experience of others to develop more quickly.

Who are your peer mentors?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Who do you aspire to be more like?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Who are your career mentors?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Who are your competency-based mentors?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
Developing Your Mentoring Strategy

Based on your goals and aspirations, who are the kinds of people you should cultivate a mentoring relationship with?

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________
Reflection Notes

What insights did you gain today about your self-development?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

What immediate actions will you take based on your insights?
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________