



## Mentorship 101

### Ground Rules

- Treat each other with respect, honesty, and professionalism at all times.
- Protect confidentiality, except when there is a safety or legal concern.
- Respond to messages within a reasonable timeframe and honor scheduled meetings.
- Meet in public, semi-private spaces and maintain appropriate personal and professional boundaries.

### Being a Great Mentee

- Take ownership of your growth: define what you want from the mentoring relationship.
- Schedule meetings, send agendas, and come prepared with questions or updates.
- Act on your mentor's feedback, report back on progress, and be honest about challenges.
- Be open-minded: listen carefully, ask for clarification, and be willing to try new approaches.

### Being a Great Mentor

- Model the values and behaviors you want your mentee to develop, on and off the job.
- Listen more than you speak at first; ask thoughtful questions to understand the mentee's goals and context.
- Share relevant stories, lessons learned, and practical advice instead of just generic encouragement.
- Give clear, specific feedback that is kind but honest, and help the mentee see options and next steps.

## The 1:1 Meetings

### Crafting Agendas

- Before each meeting, the mentee sends a short agenda with topics, goals, and any updates.
- An effective agenda keeps the conversation focused while leaving room for organic discussion.
- Prioritize the most important items so they are covered even if time runs short.

### Pre- and Post-Meeting Checklists

- Before the meeting: review notes, confirm logistics, silence distractions, and clarify what you want to achieve.
- During the meeting: stay present, take brief notes, and agree on concrete action items and timelines.
- After the meeting: reflect on what you learned, complete action items, and capture key takeaways for next time.

### Your First Meeting

- Share your personal background, studies/work, interests, and what brought you to this program.
- Discuss expectations: how often you will meet, preferred communication methods, and what success looks like.
- Begin exploring the mentee's goals and areas of focus, without trying to solve everything in one session.

### Goal Setting for Mentees

- Translate broad dreams into SMART goals: Specific, Measurable, Attainable, Relevant, and Timely.
- Break large goals into smaller, manageable steps that can be tracked between meetings.
- Revisit goals regularly, adjusting them as circumstances and priorities change.

### Potential Discussion Topics

- Short- and long-term career paths, internships, and education decisions.
- Improving communication, confidence, leadership, and time management.
- Navigating identity, faith, culture, and values in professional environments.
- Building networks, finding role models, and contributing to the community.

### Asking Great Questions for Mentees

- Ask story-based questions: how your mentor chose their path, handled setbacks, or made key decisions.
- Use situation-based questions: how they would approach a specific challenge you are facing now.
- Invite feedback: what they see as your strengths, blind spots, and growth opportunities.
- Ask skill-building questions: how to improve in areas like presenting, interviewing, or networking.

## Closing the Formal Relationship

- Review the original goals and celebrate what has been achieved or learned together.
- Talk honestly about what worked well in the mentoring relationship and what could be improved.
- Agree on how, or if, you will stay in touch informally after the program ends.
- Thank one another for the time, trust, and investment made during the program.

## Worksheets

### Setting Goals for Mentees

- Use the worksheet to write clear short-term and long-term goals with deadlines.
- Name why each goal matters to you personally, not just academically or professionally.
- Identify specific actions and resources you will use, and how your mentor can support each goal.

### Choosing Discussion Topics for Mentees

- Review upcoming challenges in school, work, or life and turn them into focused discussion topics.
- Rotate between career, skills, personal development, and faith/identity topics for balance.
- Use the worksheet to prioritize 2–3 key topics before each meeting so time is used well.

### Getting to Know Your Mentoring Partner

- Capture each person's background, interests, strengths, and preferred communication style.
- Note shared interests or experiences that can strengthen connection and trust.
- Use this worksheet as a reference to adapt how you give feedback, suggest ideas, and work together.