

Mentorship Training



**Women's International Network
of Utility Professionals**

Agenda

- Introductions
- What is Mentorship?
- The Role of the Mentor
- The Role of the Mentee
- Keys for Success
- Program Specifics
 - First Meeting
 - Review development goals
 - Discuss Strengths and Weaknesses
 - On-going Meetings
 - How often to meet?
 - Who sets up the meeting?
 - End of Program - Evaluation
- Resources Available to the Mentor (Supplements/Toolbox)
- Q and A

Introductions

- Ice Breaker
 - Name
 - What you do?
 - Who is the person who has been the most influential to you over the years and why?

What is Mentorship?

Mentoring is about creating a relationship as a trusted advisor with an individual that assists in a larger context of employee personal and professional development for success.

Activity

Take a moment to write 3-5 characteristics of a good mentor



Mentees: Consider sharing what you write today at your first meeting to help set expectations with your Mentor.
Mentors: Take a moment afterwards to reflect on whether these are traits you possess.

The Role of the Mentor

- **What does an Effective Mentor bring to the relationship?**
 - Expertise in a field
 - Understanding of the corporate culture (avoiding potholes, how to get things done)
 - Professionalism
 - Ability to focus on mentee's goals
 - Willingness to provide candid feedback to mentee
 - Willingness to provide written evaluation at the end of the relationship to the mentee

The Role of the Mentor

- **An Ideal Mentor:**
 - Listens
 - Teaches by personal experience
 - Counsels wisely
 - Educates their mentee
 - Is supportive
 - Provides encouragement
 - Supports the development of professional behavior and addresses negative behavior
 - Challenges the mentee
 - Regards the relationship as confidential
 - Respects the goals of the mentee
 - Takes responsibility for initial meeting and building the relationship
 - Brings a larger support network to the mentee by proving connections to appropriate resources

The Role of the Mentor

- **The Mentor:**

- Is to maintain confidentiality
- Is to partner with mentee to develop a relationship agreement
- Is to participate in mentoring training
- Is to provide post-mentoring relations critique
- Is to partner with Mentoring Committee to achieve optimal program development
- Is to deliver feedback in a constructive and encouraging manner
- Is to maintain focus on the goals stated in the relationship agreement
- Is to actively participate and keep commitments with mentee
- Is to support and encourage goals of mentee without personal bias
- Is to commit to a 6-month mentoring relationship

Activity

Take a moment to write 3-5 characteristics of a good mentee



Mentors: Consider sharing what you write at your first meeting to help set expectations with your Mentee.

Mentees: Take a moment to reflect on whether these are traits you possess.

The Role of the Mentee

- **What does an Effective Mentee bring to the relationship?**
 - Open mind
 - Willingness to hear candid feedback
 - Draft of career goals or challenges
 - Willingness to invest the time to achieve goals
 - List of perceived strengths and weaknesses
 - Willingness to engage in a trusting relationship
 - Willingness to learn
 - Willingness to listen

The Role of the Mentee

- **An Ideal Mentee:**

- Remembers they are learning
- Is prepared for the discussion and asks meaningful questions
- Is ready to take action and act on mentors advice
- Regards the relationship as confidential
- Is courteous and respects the mentors perspective
- Is open and receptive to the mentors feedback
- Is willing to explore new ideas
- Takes ownership of the relationship

The Role of the Mentee

- **The Mentee:**

- Maintains confidentiality
- Partners with mentor to develop a relationship agreement
- Provides post-mentee relations critique
- Focuses on no more than three goals
- Responds to feedback in non-defensive manner
- Begins with a willingness to learn
- Is willing to put forth the effort to change
- Celebrates successes
- Develops long-term plans for development
- Keeps commitments
- Takes ownership of decisions
- Commits to a 6-month mentoring relationship

Keys for Success

- Energetic engagements between mentor and mentee
- Active participation by mentor and mentee
- Follow through on plans
- Development of a mutually trusting and respectful relationships
- Mentee has developed achievable goals
- Mentor and mentee personal growth

Group Activity

Consider the keys for success in a mentorship relationship. In your group, brainstorm and record tactics you can use to ensure success.



Think about how you can use these in future meetings with your Mentee or Mentor.

Program Specifics

- Let's talk about...
 - Your First Meeting
 - Mentoring Activities
 - 6-Month Evaluation
 - Moving On – After the first 6 months

First Meeting

What should you talk about during your first meeting?

You will be given an agenda for your first meeting to ensure:

1. The match develops a draft of the relationship agreement
2. The match discusses their goals for the mentee
3. The match sets a second meeting time and place and has some direction after their first meeting.

The second meeting agenda will be prepared at the discretion of the match.



Use the Information Sheet to gather information about your Mentee and to share information about yourself.

Subsequent Meetings

The frequency and types of mentoring meetings is left at the discretion of the mentoring pair, but it is recommended to meet more than once a month to get the most out of the mentoring experience. Remember:

- Not every meeting requires a formal event – a quick cup of coffee or a phone call can be beneficial in maintaining the momentum of the relationship.
- Additional meeting activities are listed in the following slide.
- Before your meeting is over, agree upon a time and place for the next meeting.
- Utilize the Mentee Preparation Form and Mentoring Meeting Agenda template as guidance.

Mentoring Activities

- Example of Mentoring Activities

- Provide direction to or list of relevant books, web resources, articles, or other resources.
- Serve as a resource broker.
- Provide job shadowing opportunities or an on-site visit.
- Discuss training and educational opportunities.
- Suggest methods for advancing mentee's professional growth.
- Request or offer resumé assistance and long-term career guidance.
- Provide networking opportunities or assist the mentee in professional networking.
- Recommend developmental activities.
- Communicate experiences and challenges as a leader.
- Attend a business related event together.
- Provide effective feedback.
- Acknowledge areas in which you do not have the necessary skills and refer to other resources.

Mentoring Evaluation

- At the end of the first 6-months, both the mentee and mentor will be given an evaluation form to be completed and given to the Mentoring Committee.
- These evaluations are strictly confidential so that they may be very helpful in determining what areas of the program may need additional discussion and possible maintenance.

Moving On

- At the end of the first 6-months, the mentor and mentee may apply for another match.
- Anyone who experiences uncertainty or discomfort with a mentoring relationship should contact the Mentoring Committee Chair (See the Toolbox).

Resources Available

- **Supplements/Toolbox**
 - Mentoring Objectives
 - Information Sheet
 - List of Book References
 - Mentoring Book Survey
 - Mentoring Committee Contacts
 - Electronic copy of Mentoring Handbook

Q and A



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Thank you!!

Please complete our survey (at Survey Monkey) enclosed in the upcoming follow-up email.