

MENTOR GUIDE



HEDNA MENTORSHIP PROGRAM

*PRESENTED BY
FUTURE LEADERS OF HEDNA*



ROLE

A mentor is there to guide, advise, encourage, and challenge the Mentee as part of their development.

A mentor is not this person's manager or boss, be mindful of your approach and adjusted expectations from the Mentee accordingly. You are considered the leader in this environment selected to provide expertise and guidance to the Mentee.

TIME

Commit to 6 meetings (1hr a month for 6 months) and DON'T reschedule meetings. These should be set in concrete and considered a priority. Discuss day/time that works for both parties and get it scheduled!

Be candid, open, and transparent, but do not disclose information that is inappropriate or irrelevant. While we encourage these conversations to be very personal, this is still a business relationship.

DISCLOSURE

- Prepare before each meeting, put in the work in planning or outlining ideas so the conversation flows naturally
- If the conversation stalls, ask the Mentee questions about themselves, focus on getting the mentee to open up
- If you and the mentee start to disagree on the topic, diffuse the situation, this is not meant to be a debate
- You are there to provide knowledge transfer through your experiences. You don't necessarily have to teach them or show them something specific on every call. Don't rush to be a fixer, be a sounding board and guide naturally.
- Follow up on previous meetings; Ask them about current projects/interests/challenges they may be navigating, what is happening in their world, review any actions taken from the last conversation, and then move on to the topic of the meeting.
- Record Short summaries of conversations.

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MEETING 1 DISCOVER & SHARE

- Fill out new mentor/mentee “get to know you” electronic form. Spend the meeting learning about Mentor/Mentee. This session goal is to learn about each other.
- Prepare questions for the Mentee beyond the generic. Look at their LinkedIn profile, check out previous employers, hobbies, interests, etc. Have questions ready & tailored to them.
- Learn about their current role, who’s impacted them so far, who they currently look to for guidance
- **Wrap-up actions: Ask Mentee to come prepared for next upcoming meeting to discuss development areas and potential stretch opportunities both personally and professionally.**

MEETING 3 SHARE DEVELOPMENT GOALS

- Dig into the growth of Mentee so far in their current role. Ask how they’ve handled success in their role, biggest challenges, things that inspire them and frustrate them
- Ask about feedback they’ve received from their manager or previous managers, what they can identify as growth opportunities professionally and personally
- Share your own development goals, discuss experiences where you’ve received feedback about developing, how you handled it, what was the result? Anything looking back you would have done differently?
- **Wrap-up Actions: Offer to send articles, books, videos, etc. (something for the mentee to review in relation to what was discussed)**

MEETING 5 KEYS TO SUCCESS

- Ask mentee to share what they’ve outlined for themselves as a future leader. Discuss different aspects to leadership, areas where you’ve been influential as a leader that you may not have expected originally
- Relationship comfort level should be well-established at this point. Share nuggets of information that you feel may be beneficial to the Mentee now that you may see some of their strengths/pitfalls. Give candid, effective feedback. This is your chance to give any final nuggets of wisdom
- **Wrap up Actions: Prepare for final meeting, bring any closing questions.**

MEETING 2 DISCUSS EXPERIENCES

- Come prepared with examples you think highlight success from your experience, share stories. Prepare how you plan to share the stories so they are engaging.
- Identify a few examples where you “learned the hard way”
- Open up about personal experiences that affected you professionally, and vice-versa
- Discuss the development ideas from Mentee
- **Wrap-up Actions: Offer to role play, shadow on a topic that may be useful to mentee.**

MEETING 4 LEADERSHIP

- Discuss the importance of leadership. The responsibility held by those in leadership and leading others
- Find out what it means to be a leader (not necessarily required to manage people)
- Share top influencers and leaders in your life, how did those experiences shape you?
- **Wrap-up Actions: Ask Mentee to outline how they envision themselves as a future leader. What does that look like on paper?**

MEETING 6 FUTURE LEADERS CERTIFICATION AND WRAP-UP

- Delivery of Certification and Final Discussion
- Mentor & Mentee should share and confirm what they have both learned from the experience
- Congratulate mentee on being involved in the program, provide any final words of encouragement to keep them on the track of a future leader.
- Ask Mentee to include on their LinkedIn profile, send landing page URL
- **Wrap-up Actions: Include final feedback on program, what you liked, what you’d like to see next time, etc. – and share with Board.**