

High-level 10 step guide for a mentoring conversation

1

Establish Rapport:

Begin with a friendly greeting to create a positive atmosphere. Briefly catch up on personal and professional updates to build rapport.

2

Set Agenda:

Discuss the main topics or goals for the mentoring session. Agree on what the mentee wants to achieve or discuss during the conversation.

3

Review Previous Actions:

Briefly revisit any action items or goals set in the previous session. Discuss progress, challenges, and lessons learned.

4

Main Discussion:

Focus on the key topics identified in the agenda. Remember to use open-ended questions to encourage reflection and exploration. Share relevant experiences or insights when appropriate.

5

Active Listening:

Listen attentively to the mentee's thoughts, concerns, and aspirations. Clarify and ask follow-up questions to ensure understanding.

6

Feedback and Guidance:

Provide constructive feedback on achievements and areas for improvement. Offer guidance, suggestions, and alternative perspectives.

7

Homework or Action Items:

Collaboratively set specific tasks or goals for the mentee to work on before the next session. Ensure these tasks are achievable and aligned with overall objectives.

8

Summarise and Clarify:

Summarise the key points discussed during the session. Confirm understanding and address any uncertainties.

9

Plan Next Steps:

Discuss the timing and agenda for the next mentoring session. Confirm any additional support or resources needed.

10

Express Gratitude:

Thank each other for the time, insights, and commitment to the mentoring relationship. Reinforce the value of the mentorship.

Remember:

Flexibility is key, and the mentorship process should be tailored to the unique needs and dynamics of the mentee.