

Welcome to the RO's Grow Program: Resource Guide



MENTORSHIP STREAM

The purpose of this resource package is to orient you with the **RO's Grow Program: Mentorship Stream**. Below you will find next steps, development goals, checklists, and templates to guide you through the program, to help keep the partnership on track, and to produce measurable results.

STRATEGIES FOR EFFECTIVE MENTOR-MENTEE RELATIONSHIPS

1. Commit to each other
2. Develop trust
3. Plan goals
4. Identify roles and responsibilities
5. Collaborate for results



STEPS TO GET THE MOST OUT OF YOUR MENTOR-MENTEE PARTNERSHIP

Step 1: Think About What Your Ideal Mentee-Mentor Relationship Looks Like

	ATTRIBUTES
MENTEE	<ul style="list-style-type: none"> • Has respect for mentor's time • Is proactive • Is efficient • Is engaged • Is focussed • Is accountable • Is open and willing to learn
MENTOR	<ul style="list-style-type: none"> • Promotes and supports mentee • Shapes the goals and bigger career picture • Addresses day-to-day questions • Provides honest feedback • Is accessible and available • Has leadership qualities • Has excellent communication and interpersonal skills

Step 2: Get in Contact and Decide How You Will Communicate

- The mentoring style and method of communication is flexible
- Choose what works based on both mentor and mentee needs and goals

Step 3: Schedule Meetings/Conversations/Calls

- Participants are encouraged to schedule meetings/calls on a regular basis
- Decide if you want to pick a reoccurring time, or if you want to book meetings ad hoc

Step 4: Think About What You Want to Cover in Your Meetings

- What goals are you hoping to gain out of this relationship?
- What can you learn? What do you have to offer?

Step 5: Plan for Your First Meeting

Here is a template that you can use in preparation for your first meeting. Both the mentor and mentee should take some time to complete this before your first meeting.



KEY COMPONENT	YOUR ANSWER
Goals for mentoring relationship – what do you want to work on? What are you hoping to gain from this experience?	
What my mentor/mentee can expect from me?	
What I expect from my mentor/mentee?	
Frequency/duration of meetings	
We will assess progress by reflecting on...	
Questions I could ask...	
Questions I might be asked...	

Step 6: Have Your First Meeting

Checklist for your first meeting:

- ✓ *Introduction and background*
 - Share information on career history, current role and working relationships, interests outside of work.
 - Find common ground and interests.
- ✓ *Mentee's development goals*
 - a. What are the main areas you would like to focus on:
 - i. For your current role?
 - ii. In preparation for future jobs?
 - iii. For your development
- ✓ *Mentor's style*
 - How would you like to help? (e.g., by providing feedback, sharing experiences, being a soundboard, brainstorming, guiding, coaching)
 - Prior examples of having helped someone develop
 - Is the mentee new to the organization? Do they need tours and introductions to staff?
- ✓ *Expectations from the relationship*
 - What will make this a satisfying relationship for both of us?
 - What do we expect to learn from each other?
 - How often will we meet? Who will take responsibility for arranging the meetings?
 - Do we want to set any ground rules? (e.g., confidentiality, honest feedback, things to avoid, what we will tell others, etc.)
 - How will we check if this is the 'right' relationship for both parties?
 - How will we resolve concerns on either side?
 - Do we believe our expectations match?



✓ *Next steps*

- What issues do we want to begin working with now?
- When will we meet next?
- What do we want to do between now and our next meeting?
- What will we cover when we next meet?

Step 7: Set and Keep Track of Measurable Goals

Goal setting template:

Performance Objectives What will you accomplish?	Action Plan How will you accomplish this objective? What resources or support are needed?	Measures of Success What does success look like? How can my mentor contribute to my success?	Actual Results What was achieved?
Goal 1			
Goal 2			
Goal 3, etc.			

