Welcome to Session 2 of the CUES Elite Access Course

Mentoring at Work
Presented by Randy Emelo, CoreConnection

This is an interactive session, so if you are using computer audio, please be sure you have access to a microphone so you can fully engage. We will participate in both small and large group discussions.

You are currently unmuted. We ask that you mute your phone or microphone to alleviate background noise when you are not speaking.

Please be sure you have reflected on the pre-session questions (included in the reminder email) as we will discuss these throughout the session.
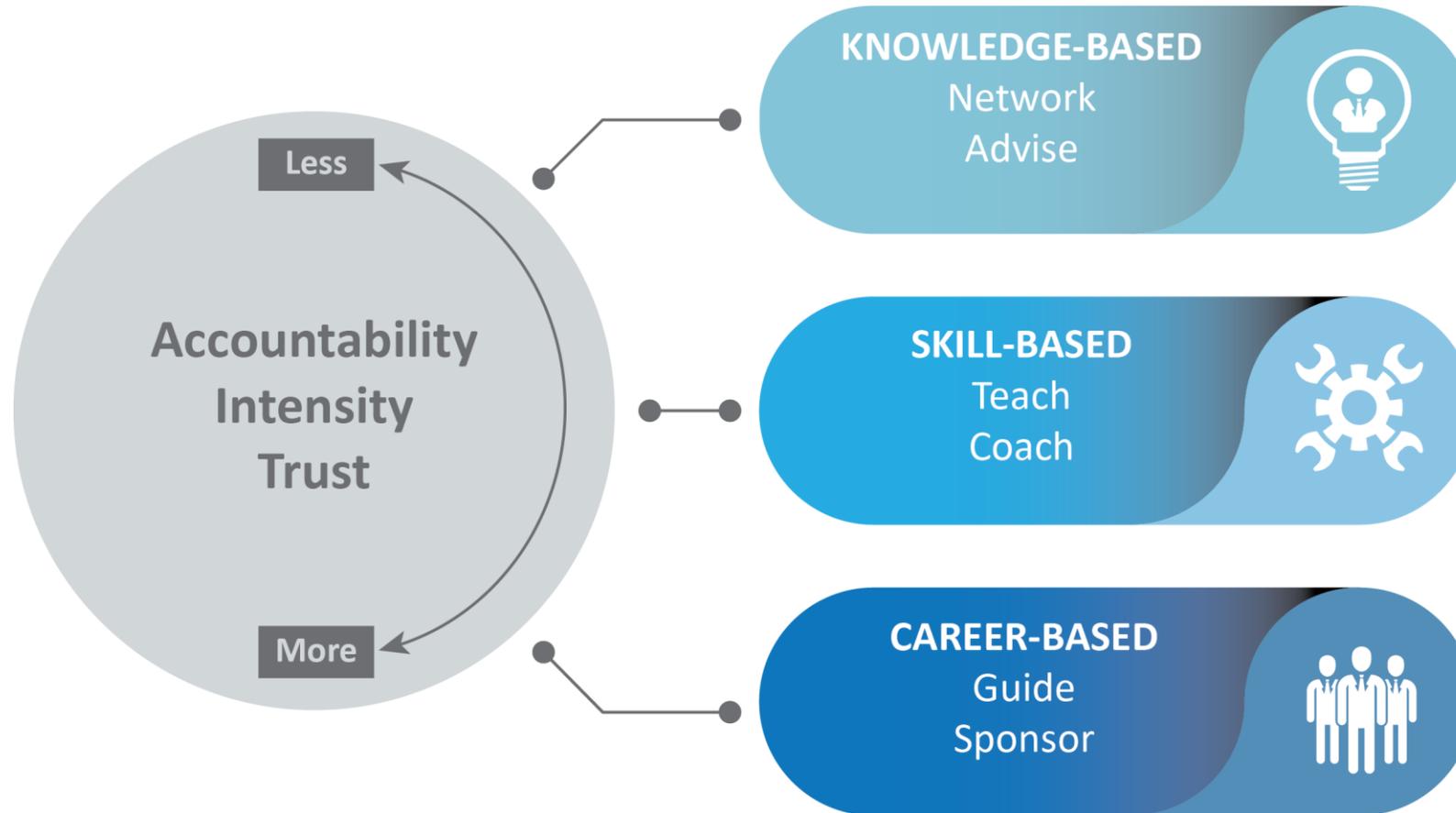
Prior to the start of the session, please use the chat feature to respond to this question:
What kind of mentor are you looking for?
Knowledge-Based, Skills-Based, Career-Based

Mentoring at Work

Session 2: Finding the Right Mentor

Mentoring Levels

Accountability Intensity Trust

Less

More

KNOWLEDGE-BASED
Network
Advise

SKILL-BASED
Teach
Coach

CAREER-BASED
Guide
Sponsor

Today's Topics

Today we will explore the basics of mentoring in the workplace by discussing the following topics:

- The value of building a personal learning network
- The attributes of a good mentor
- The phases of a mentoring cycle
- The steps to establishing a mentoring relationship

Personal Learning Network
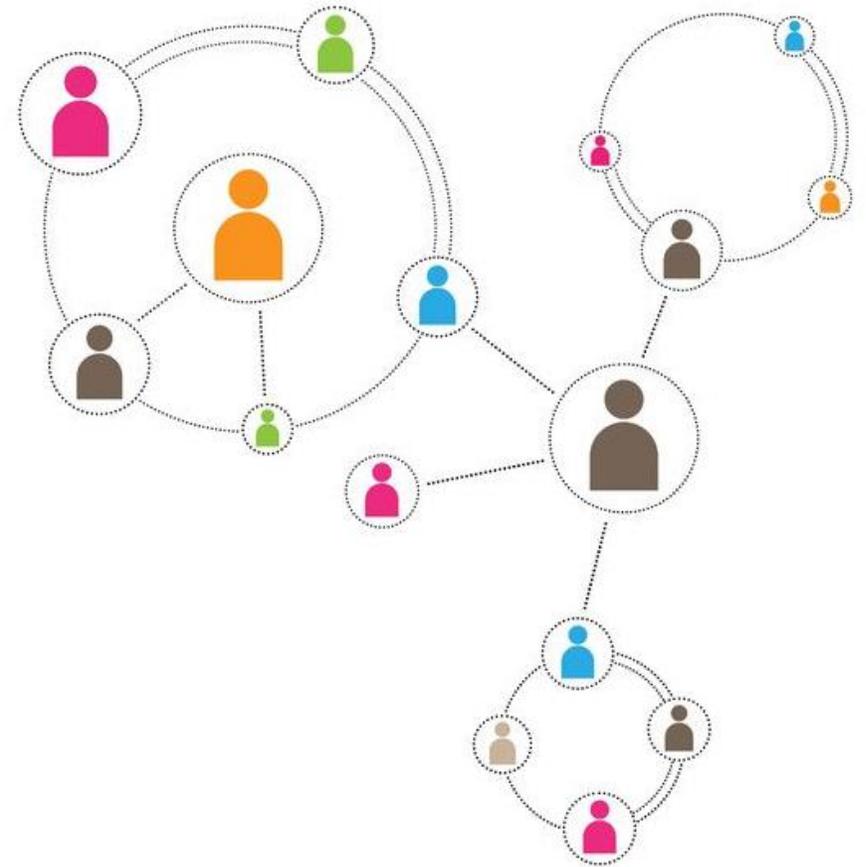

SIZE

8 – 15 people, strong ties

SHAPE

Learners and advisors from across functions, locations, generations, etc.

QUALITY

Fluid, and dynamic, with people shifting in and out of the network and of the roles themselves as learning needs and knowledge strengths evolve.

Small Group Discussion

When thinking of someone that you admire, what attributes best describe their character?
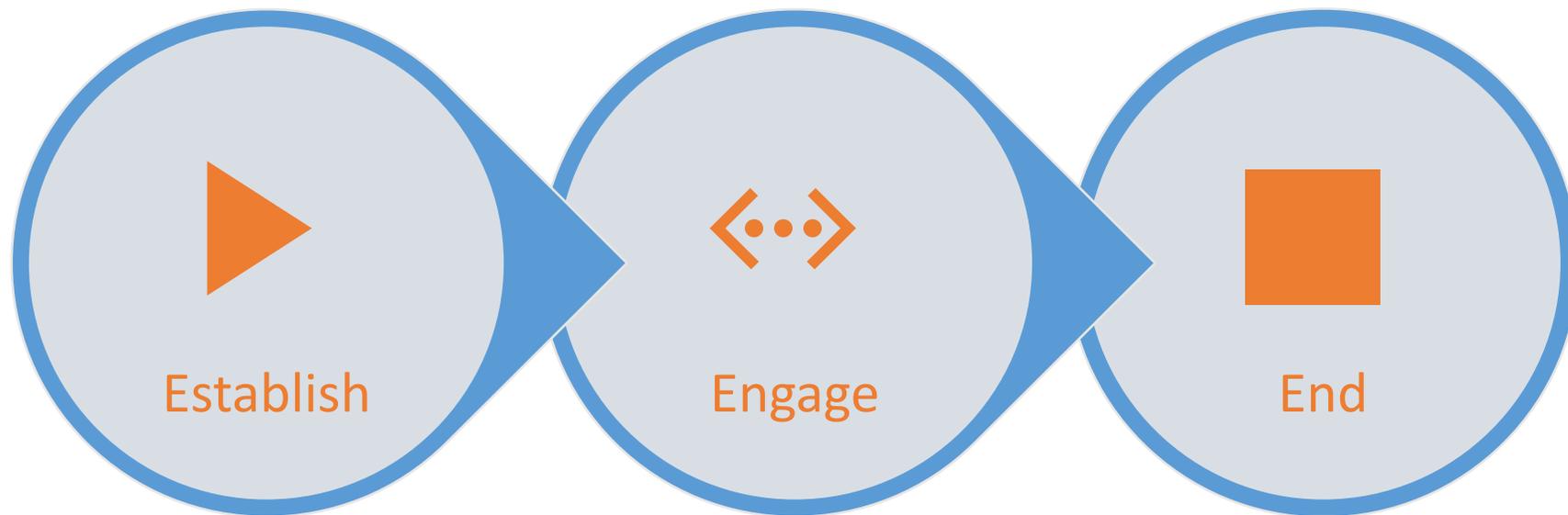
Mentor Attributes

Wholehearted

Impartial

Steadfast

Expert

Mentoring Cycle

Establish ▶ → **Engage** ⟨•••⟩ → **End** ■

Establish Phase

A great mentoring relationship starts by establishing three core expectations:

Logistics
Meeting schedules

Boundaries
Acceptable areas of discussion

Goals
Short-term and long-term focus

Logistics

Create a mutual agreement on when, where, and how meetings will take place. Scheduling best practices include:

Meeting twice a month

- Review actions taken – discoveries, difficulties, and assumptions
- Plan new actions to be taken

Communicating regularly

Frequent short touches in between meetings

Boundaries

Create a mutual agreement on personal and professional boundaries, outlining what each party considers in-bounds and out-of-bounds. Areas to cover include:

- ☑ Relevant topics
- ☑ Style and type of feedback
- ☑ Personalities affected
- ☑ Personal issues
- ☑ Confidentiality

Goals

- When establishing a mentoring relationship setting goals is essential.
- Both the mentee and mentor must have a firm commitment to the goals.
- Mentees must be energized by the goals, and mentors need to feel confident in their ability to get them there.

Goals

MENTEE

- What I want to understand better *(Knowledge)*

- What I want to be able to do with that understanding *(Ability)*

MENTOR

- What I can share to meet knowledge need *(Resources)*

- What actions I can recommend to help the mentee develop *(Advice)*

Personal Reflection

What would be a good goal for your next mentoring relationship?

Goals

Mutually understood and committed goals are the prime focus of mentorship. Discussion points to gain agreement include:
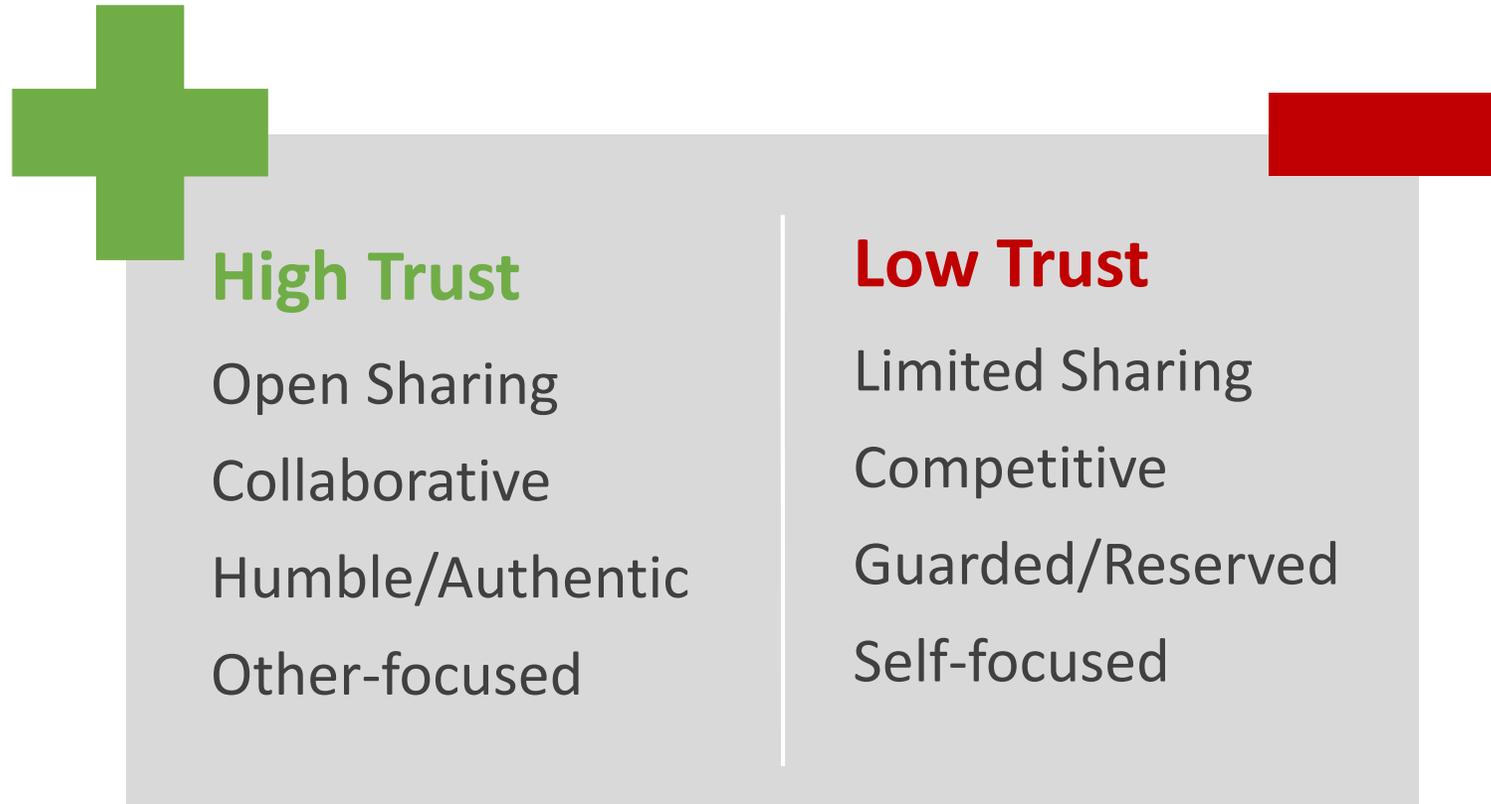
Relevant resources, topics, capabilities

Key anticipated activities, practices

Personal experiences

Motivation

Feasibility

Engage Phase

{ The central practice that will take your relationship deeper and make it more meaningful is **trust building**. }

How to Discern Trust

High Trust

Open Sharing

Collaborative

Humble/Authentic

Other-focused

Low Trust

Limited Sharing

Competitive

Guarded/Reserved

Self-focused

4 Ways to Build Trust

Be Generous

Demonstrate generosity through sharing personal experiences, and by giving time and energy.

Be Empathetic

Show that you understand and identify with the position and feelings of the other person.
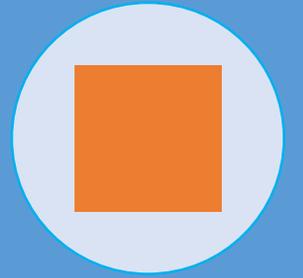
Be Authentic

Share successes and failures, and engage in knowledge sharing with a high level of transparency.
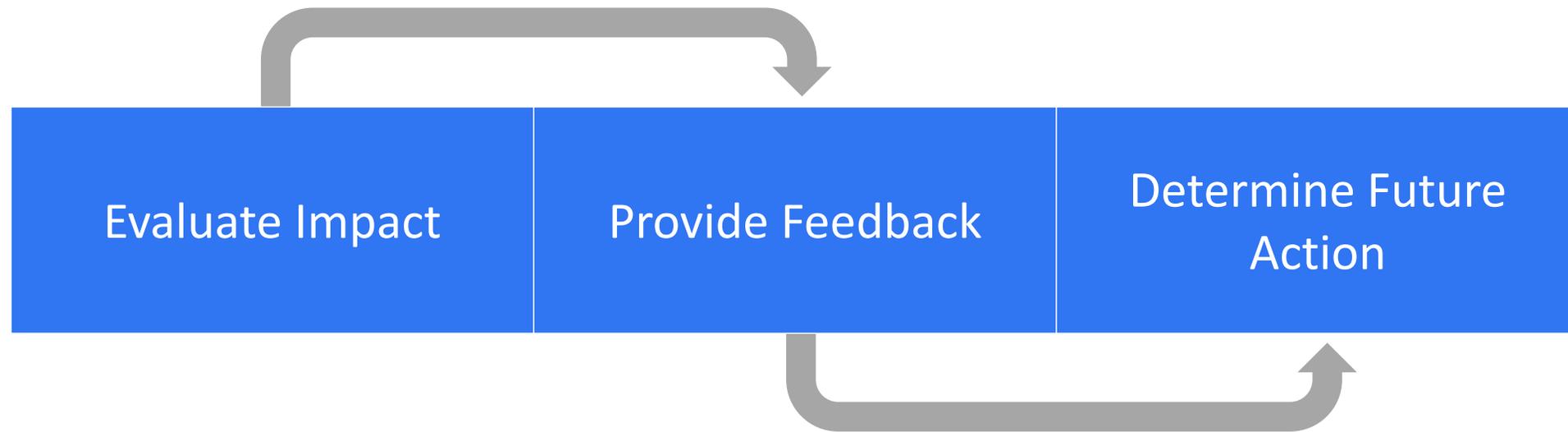
Be Accountable

Make commitments, honor deadlines, and follow-up with your mentoring partner.

End Phase

The process of closing out mentoring cycle is simple but essential. Closing a mentoring relationship consists of three steps.

| Evaluate Impact | Provide Feedback | Determine Future Action |

MENTORING

Questions?

Suggested Actions

- Determine your learning need
- Target your development
- Set a personal deadline
- Get a mentor (or mentee)

WHAT'S YOUR NEXT STEP?