



PLANNING FOR MENTORING

(Prior to Starting the
Relationship)

Mentor and Mentee think about their strengths, establishing time commitment, boundaries of the relationship, confidentiality and how they will address any boundary issues that may come up. Mentee identifies personal vision and sets 1 to 3 tentative development goals. Mentor may want to share their personal vision with Mentee.

Week 1: BUILDING THE RELATIONSHIP/NEGOTIATING AGREEMENT

Complete orientation together. Conduct first meeting. Continue to get acquainted and build relationship. Have a second meeting. Negotiate expectations of relationship and come to an agreement. Mentee will be responsible for identifying development goals and sharing with Mentor, tentative development activities can be discussed with Mentor and discuss how success will be measured, set realistic goals. Communicate by e-mail, mail, fax, or voicemail as agreed. Meeting notes should be taken by Mentor.

Week 2: Negotiating Agreement & Developing Mentee

Meet at least twice. Complete agreement which includes the Mentee's development plan. A copy of the Agreement will be given to Program Coordinator. The Mentee will begin focusing on the activities set forth in action plan; Mentor provides support. Communicate by e-mail, etc. Meeting notes should be taken by Mentor.

Week 3: Developing Mentee/Maintaining Momentum

Meet at least twice. Check progress on the goal targeted by Mentee. Mentor and Mentee should provide honest and open feedback to each other. Use other communication as appropriate. Mentee evaluates how the relationship is going and touches base with Mentor regarding this. Meeting notes should be taken by Mentor.

Weeks 4 & 5: Developing Mentee/Maintaining Momentum

Meet at least twice. Check progress. Use other communications as appropriate. Pair keeps momentum going by choosing events to look forward to, expressing appreciation, applying learning, keeping goals fresh and providing honest feedback to each other. Meeting notes should be taken by Mentor.

Week 6: Developing Mentee/Maintaining Momentum

Meet at least twice. Check progress. Mentee possibly adds another goal. Use other communication as appropriate. Attend mid-point meeting with whole group.

Weeks 7 & 8: Developing Mentee/Maintaining Momentum

Meet at least twice. Check progress. Use other communication as appropriate. Meeting notes should be taken by Mentor.

Week 9: Developing Mentee/Maintaining Momentum

Meet at least twice. Check progress. Use other communication as appropriate. Mentee evaluates if progress has been made on goals set in development plan. Share thoughts with Mentor. Meeting notes should be taken by Mentor.

Week 10: Developing Mentee/Maintaining Momentum

Meet at least twice. Check progress. Use other communication as appropriate. Meeting notes should be taken by Mentor.

Week 11: Developing Mentee & Ending Formal Relationship

Meet at least twice. Use other communication as appropriate. Discuss upcoming transition of relationship (extend formal, change to informal, change to friends/associates, thanks and goodbye). Mentee nears completion of goals.

Week 12: Celebrate Success

Celebrate, express appreciation, and discuss transition of relationship. Complete final survey and participate in Roundtable. Consider signing up to be Mentor or Mentee in next cycle.

