



# WORKSHEET: MENTORSHIP

## Tips & Tricks for New Mentors

Depending on your mentees' interests, some of these suggestions may be helpful for new mentors to review and share. Remember, each relationship is unique!

### Building Your Story

Think of an example that you can share with your mentee: a situation or person you learned from at some point in your career. Make sure you spend time crafting a clear takeaway from this story.

- 1 What are three critical events in your career that shaped your beliefs about leadership?
- 2 Identify three people in your life who shaped your beliefs about leading others?
- 3 What are the commonalities in these stories and people? What do you value when leading others?

Consider these tips as you craft your story:

- > Remember that you aren't telling the mentee what the lesson is—you are allowing the mentee to learn it.
- > Think about how the mentee will receive the message. What will the mentee hear in your story? Is it the same as you intended?
- > Practice it!





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## Getting to Know You

Sometimes you need a starting point for conversation. Have your mentee consider the questions below so you gain a better understanding of their self-perception. This can be useful in the long-term when providing feedback and when assessing what will help them in your mentoring relationship.

Help your mentee identify a competency for behaviours they list. For example, if they are able to anticipate needs, they may have a strong customer focus.

What behaviours and skills are your strengths?

Competency

What behaviours and skills would you like to develop?

Competency

What skills would you like to develop?

Competency

## Books & Media

If you need help to guide conversations with your mentee, you can reference the materials below.

### For Your Mentee

Make sure you understand why you are suggesting these videos to your mentee and be prepared to discuss the key lessons.



**Think intrapreneurship**



**10 TED Talks for Young People**

### For You



**The Power of Mentoring**



**Mentorship Will Change the World**



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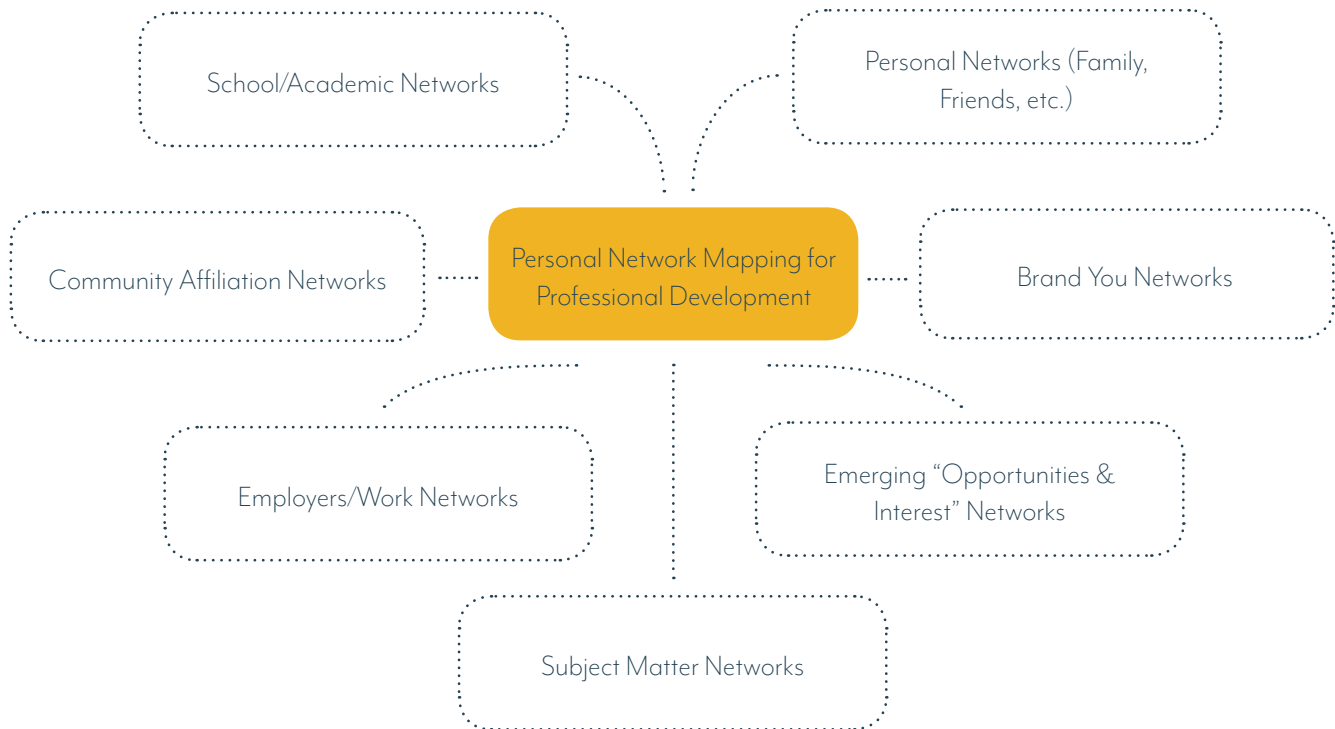
## How to Deliver Feedback

Once you have established trust and built a relationship with your mentee, there will be times when you will be required to provide them with constructive feedback. Remember to do the following:

- > Make it descriptive and specific
- > Avoid making assumptions
- > Ensure the timing is right
- > Demonstrate curiosity and ask questions
- > Focus on the future and behaviour that can be changed

## Build a Network Map

Part of your responsibility as a mentor is to help expand your mentee's network of professional contacts. To help organize your thoughts, use this template to build your network map; you can encourage your mentee to do the same. Below is an example of categorizations for your map.



*For each contact, add their website and or LinkedIn contact.*