

# Mentoring Guide

#### Getting to know each other



The first step of the mentoring journey should be getting to know each other and checking there is a natural chemistry and aligning on your expectations:

- **Building Trust** Get to know each other, share what is important for both parties ....what are you happy to share, or not, what areas of confidentiality do you need to maintain, is there anything "off limits?". Use your first meeting to explore the logistics... how often you will meet, where, when and how long the initial relationship will be set for.
- **Purpose** The mentee should talk about aspirations and objectives for mentoring, as a mentee what do you hope to learn, and what does the mentor want to gain or share? Make sure you define a start, middle and end to the timings.

We would expect the mentee to be in the driving seat of their learning journey, but the mentor must be equally committed. We suggest following the initial set-up email, to set up your first introduction to build these first important steps.

#### **Setting Objectives**

It is important to agree from the outset what you both wish to achieve throughout the course of your time together and how the relationship will work. Mentees - be proactive and clearly communicate what your goals are. Mentors - be prepared to discuss how you can aid your mentee achieve their goals. Be open and honest and share your own experiences.

To help you get prepared for your discussion on objectives, here are some thoughts and considerations for your first meeting, or try the SOAR and GROW tools you can find later in this guide. The GROW questions are also useful for mentors to use during the conversation

What are you hoping to achieve from the mentorship?

What transition do you want to make?

Why do you want to make it?

What would success look like?

What would you like to learn from your mentor?

What are the key areas of focus for you and why?

## Mentoring Guide



#### Working through a plan

Agree at the end of each meeting the key actions and expectations for the next meeting. This will ensure that your development builds with pace and that both parties are focused. We expect your commitment to last about 6months, but if you're happy to continue beyond that, thats great! To help with this, try using our Action Plan template which you can find below

#### Reflections

As the initial agreed timings for the relationship approach the end (we suggest 6 months), the need for the mentoring relationship may reduce as the mentee builds their knowledge and experience against the original objectives. Make sure you take the time to reflect on your progress and when the time is right, formally close the mentoring relationship rather than letting it drift. In many relationships, a friendship may have been formed, or you may wish to reset the goals & continue talking if it works for both parties.

### Framework Resources

**GROW** 



# Ggoal

- What do you want to achieve?
- What will that get you?
- What is exciting about this goal?
- What does success look like?
- What's the big picture?



- How are things going right now?
- How do you feel?
- What values and needs are most important?
- Whats the biggest concern?
- What resources are available?
- What barries do you face?



- What are some of the ways you could approach this issue?
- Would you like to brainstorm some options?
- If time, money, authority (or other barriers) didn't exist, what would you do?
- What are the advantages of each option?
- What support do you need?



- Which option is your best choice?
- When will you start?
- Whats the first step?
- What else do you need to do?
- On a scale of 1-10, how committed are you to this plan?
- What would take you to a 10?
- How will you celebrate success?

### Framework Resources

**SOAR** 



#### **My Career Aspirations**

1.

2.

3.

My key development question

#### I can successfully...

E.g. Show or acquire skills/competencies/experiences

#### ... in order to...

E.g. Be more efficient in my role/broaden my knowledge/gain more responsibility/take accountability for larger projects

# S







#### Strengths

# Aspirations

#### **Opportunities**

- What do you excel at?
- What are your greatest accomplishment s?
- What are you most proud of?
- What makes you unique?

- What do I want to improve?
- Where do I want to develop?
- What do you want to achieve in the future?
- What are you passionate about?

#### **Results**

- How do you know when you've reached your goals?
- What measures will tell you that you are on track to achieve success?

# Framework Resources





| Considerations  |  |
|---|--|
| What was your goal for your conversation with your mentor?  |  |
| What actions will you work through before your next conversation?   |  |
| What has your mentor agreed to support you with – do they have any actions?   |  |
| How does this goal/these actions support<br>your over-arching goals you identified at the<br>start of the relationship? |  |
| Was this conversation useful for you? What was most useful?   |  |
| What would have made the conversation even better?  |  |
| Next meeting details (date, time)   |  |



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If you have any questions please get in touch at flourishinfoodmentoring@gmail.com