



A Guide to Mentorship in the Workplace

Mentorship Guide

This short guide is designed to offer you the most simple and straightforward fundamentals for an effective mentorship. As a **BONUS**, we have included 2 tools to support your success.

- **The Mentorship Onboarding Template** - Used to establish a foundation and ensure a mutual understanding of the expectations of the program.
- **Protégé check-in** - Used as a discussion guide during mentor meetings.

A mentorship is a **relationship** between two individuals with different levels of experience with the objective to grow an individual personally or professionally. Typically, the mentor is an individual with more experience, knowledge, and connections. A protégé, or mentee, is the individual in the relationship who learns from the mentor. The most recognized forms of mentorships are:

1-on-1 mentorship between a leader and a more junior employee or junior leader. These are typically used for high potential employees, leadership development and succession planning.

Peer mentorship between employees at similar career stages. This type of mentorship is effective for new hires, knowledge and skill share and job role transitions.

Group mentoring is when a senior leader mentors several mentees in a group setting. This type of mentoring is good for accelerating the onboarding of several new leaders or employees.

The mentorship is a time and emotional **commitment** from both the mentor and mentee. It is an investment in personal and professional development that produces a high return on loyalty and engagement.

Mentorships can be formal or informal depending on preference. The following are ideas on how to add variety to your mentoring relationship outside of your regularly scheduled mentor meetings.

- Job Shadow
- Go to a conference together
- Attend a networking event
- Share articles and discuss
- Choose a book together and discuss it
- Volunteer together
- Have lunch or coffee outside of the office
- Meet with another mentor-mentee pair

For more information or help with building a custom mentor program for your organization contact information@idhr.co

Mentorship Success Dependencies

Honesty

The protégé must be completely honest with the mentor and the mentor must not pass judgement or reprimand during a mentor session. It's important to discuss mistakes that were made and what was learned from them. The mentor should encourage the protégé to discuss the impact of the mistake or wrong decision. Did it effect the team? Did it take a mental toll on the protégé? How were they able to recover? Have they recovered? The greatest learning experiences come from the mistakes we make. The protégé must feel safe in discussing these things open and honestly. Likewise, the mentor should share mistakes that they have made and the impact of their own mistakes. Showing vulnerabilities can strengthen a relationship and help build trust.

Confidentiality

Transparency is important. Privileged Information might be shared during the mentor relationship and there should be a mutual understanding that what is discussed between the protégé and mentor, stays between the protégé and the mentor. Even after the mentorship comes to an end. Make sure to establish and be straightforward on what can and cannot be shared with others.

Commitment

Both parties must be willing to commit to the program. This includes keeping your mentor session. Inevitably there will be times when one will need to reschedule but keep rescheduling to a minimum. Be on time and be mentally present. Furthermore, it is important to agree on what you would like to accomplish from the mentor relationship.

Commit to the objectives established. If, mid-point, you need to re-evaluate the objectives of the program, do so. Things change and that's ok. The purpose of the mentorship is helping the protégé grow and succeed. Not necessarily check a box on goals.

Relationship

Take time to get to know each other. Yes, this means personally as well as professionally. When the mentorship begins, you will be tempted to jump straight into career discussions. Don't. Spend time learning about each other's interests, passions and what makes them unique. This builds the foundation for not only a successful, but a meaningful mentorship.

Growth Mindset

It is important to have a mindset that allows you to challenge your abilities. People with growth mindset seek out new perspectives and chase opportunities to learn. They look at failure as growth, not as a reason to give up. They are unsatisfied with the status quo from a personal level. Mentorships are about asking questions, trying new things, challenging, stimulating innovative thinking and sharing ideas in order to grow and develop. It is equally important for the mentor to remain open-minded and look for ways that they can also learn during the process.

Mentorship Onboarding Template

Mentor _____ Mentorship Start Date _____

Protégé _____

Observed & Self-Identified Strengths	Observed & Self-Identified Areas to Strengthen
<ul style="list-style-type: none">■■■■	<ul style="list-style-type: none">■■■■

Future Outlook- Where do you want to be with the organization in 3 years?

Skills and Knowledge - What skills and knowledge do you need to develop to achieve your outlook?

What is your biggest leadership challenge?

Personal touch - What is important to you? (Interests, hobbies, family, etc.)

<ul style="list-style-type: none">■■■

Schedule - Agree on frequency and duration of mentor meetings

Frequency: _____	Duration: _____
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Commitment

Protégé Signature

Date

Mentor Signature

Date

Protégé Check-In

Name _____

Date _____

Since Last Session...

What has happened?

Any accomplishments or breakthroughs?

Has anything changed?

Working On...

Update to skill/knowledge development?

Critical decisions made that impact others?

What are you proud of?

What are your challenges?

Your People...

Have you recognized or celebrated anyone on your team?

Who?

Why?

How have you coached and developed your team?

How?

Support...

Are you stuck?

How can your mentor help?

What advice are you seeking?

Next...

What do you want to accomplish before we meet again?
