



# Mentoring Session Guide



**PROGRAMA  
DE MENTORING**  
EDICIÓN  
INTERNACIONAL

# SESSION 0

## Mentor(a)/ Mentee Templates and Resources

The purpose of the materials and resources is to provide a structured approach to working together.

Use the templates to facilitate conversations, write notes, record reflections, and list additional questions or topics that may arise in the discussion.

Please note that the materials assist in orientation and are optional resources.

### **Useful reminders:**

- ❖ Be respectful
- ❖ Try to learn from your experience within the mentoring process.
- ❖ Fulfill your commitments
- ❖ Help your mentor/mentee know the specific ways in which you are growing from your mentoring experience.
- ❖ Consider time commitments
- ❖ LIE: Be mindful of the time the mentor shares with you and do your best to accommodate his or her schedule. (The mentor is volunteering his or her time to support your leadership development).
- ❖ Be on time
- ❖ Respect your limits. Don't ask too personal questions unless you are given permission
- ❖ Maintain the confidentiality of information

## Start-up and development stage:

### Process Framing and Goal Setting:

**Sessions of this stage:** From the 1st to the 2nd (approximately) Personal and brief presentation by the mentor. Let us remember that this is the space in which a relationship with the Mind must be built and we must focus on it.

**It is important to establish schedules and means of communication.**

At this stage, the first contact between mentor-mentee is made, so it is suggested that the mentor previously reviews the essay prepared by his/her mentee, which will allow him/her to have a better understanding of his/her mentee, regarding:

- a) Potential
- b) Experience
- c) Fears
- d) Beliefs
- e) Strengths
- f) Weaknesses

Proposed questions that will allow us to get to know and generate a connection with the mentee. After presenting. It is important to formulate challenging goals and identify the obstacles they have to overcome.

It is important to **emphasize the capabilities and resources** available to the mentee, including those things that provide stimulation and satisfaction:

- ❖ Tell me what inspired you to sign up for Mentoring?
- ❖ Tell me what is your present situation, how do you feel about that situation?
- ❖ What would you like to change or improve?
- ❖ What do you think you need right now?
- ❖ What are your limits or difficulties in achieving your goals?
- ❖ What do you think is limiting you now?
- ❖ How different would your life be without what you feel limits you?
- ❖ What would you like to achieve and in what time frame?

- ❖ What do you think you are doing well now and would like to keep?
- ❖ What are you proud of?
- ❖ Tell me what are your strengths?
- ❖ What help can you count on?
- ❖ What makes you feel happy? What makes you feel motivated, stimulated?
- ❖ What is it that makes you feel grateful?
- ❖ What makes you enjoy life?

Some **powerful questions** we can use

- ❖ How do you see yourself today compared to three years ago?
- ❖ What are you willing to do to achieve what you want? What are you willing to stop doing?
- ❖ What have you done so far to improve in relation to your situation? What were the results?
- ❖ How else could you approach this topic?
- ❖ What are the alternatives you could take to advance a first step?
- ❖ What else could you do?

### **Some strengths-based questions:**

In mentoring we use questions to explore challenges, these could include:

- ❖ What skills do you like to use?
- ❖ What is already working well? (Consider the tasks relationships, project work, the use of information technology, and the skills).
- ❖ What tasks do you find most rewarding?
- ❖ What skills and strengths do you have that you could leverage more often on the job?
- ❖ If you could redesign your job or function, what would you do more of and what would you do less of?
- ❖ Imagine your role two years from now, what skills will you be using and celebrating?