



PeopleGrove®

Effective Mentoring Practices

A Program to Support Successful Mentorships

Volume II. For Mentors

Last Updated: July 2017

Materials in this handbook are derived from the following resources:

www.nationalmentoringresourcescenter.org

www.mentor.org



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Section 1

Effective Mentoring Practices

Your New Mentee

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Effective Mentoring Practices

What to Expect



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“In order to be a mentor, and an effective one, one must care. You must care. Know what you know and care about the person, care about what you know and care about the person you’re sharing with.”

- Maya Angelou

Roles of a Mentor

Trusted guide & role model
Listener
Social & resource supporter
Challenger

Congratulations on being mentor! Now is a time to listen to how you can help and share your invaluable insights.

Review the timeline below to get a quick snapshot of what to expect in the coming weeks.

Your long-term mentorship in meetings:

First meeting:

- Get to know each other! Go over your partnership agreement and your mentee’s goals
- Provide suggestions for how to clarify their goals to be S.M.A.R.T ((Specific; Measurable; Action-Oriented; Realistic; Timely)

Second meeting:

- Review refined goals and work with your mentee to develop supporting tasks to meet their goals
 - Identify the goals/tasks that you can help them in
 - Log these goals under “Shared Goals” in your inbox

Third and ongoing meetings:

- Meet with your mentee to complete tasks and meet goals you can help them with
 - Share your experiences and knowledge that would be beneficial for the mentee

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Your To Do List



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The list below also shows up in your goals/tasks tab in your inbox. Use the goals/tasks section to track your goals and goals you can help your mentee with.

Fill out your Partnership Agreement

Go to “Resources” —> “Mentor Resources” and download your form. Upload your filled out version under “Shared Files” in your inbox.

Review this during your first meeting to set expectations for the mentorship

Check your “Shared Files” tab

Your mentee will have uploaded their filled in versions of the Partnership Agreement and worksheets about short- and long-term goals

Review your mentee’s worksheets

Go over your mentee’s worksheets and come ready to review them during your first and second meetings.

Help your mentee reach their short- and long-term goals

Identify tasks that you can help your mentee with to reach their short- and long-term goals