



MENTORING GUIDE

The Mentoring Approach at OTS

Mentoring at OTS is not a one-time event or a series of disconnected activities. Mentoring is a process that requires both the Mentee and Mentor to prepare and plan, clearly state objectives and expectations, and actively collaborate in making the relationship work.

Steps to Establish Your Effective Mentoring Relationship

STEP 1: Determine if Mentoring is Right for You

STEP 2: Getting Started

STEP 3: Pairing Up & Defining the Relationship

STEP 4: Stay on Track

STEP 5: Wrap It Up

Step 1 : Determine if Mentoring is Right for You

Mentoring is not for everyone. An effective mentoring experience requires time, effort and commitment from both the Mentee and Mentor. Although mentoring can be a valuable part of one's development there may be other activities that are more practical and appropriate for you.

MENTEE: Complete the "Are You Ready to be a Mentee" Self-Assessment.

MENTOR: Complete the "Are you Ready to be a Mentor" Self-Assessment.

These self-assessments will help determine if you are ready to pursue a mentorship relationship.

Step 2 : Get Started

Now that you have decided that Mentoring is right for you. It is time to sign up by visiting PRIDE 360 and navigating to the Mentoring module. Here you can sign up to be either a Mentor or Mentee or both. It is normal to be a mentee and mentor at the same time.

MENTEE: A Mentee should have one Mentor at a time.

MENTOR: It is recommended that a Mentor only have one Mentee at a time, but can have two.

Step 3: Pairing Up & Defining the Relationship

Now that you are connected to your Mentor or Mentee it is time to set the ground rules and expectations for the relationship.

MENTEE: Complete the “Mentee Survey” prior to your first Meeting by rating yourself on each area in the “Pre Mentoring” space. Review this survey with your Mentor to determine the action plan. Save this form so you can refer back to it throughout the relationship to stay on track. You will also need this form at the end of your mentorship so keep it in a safe place. Review the first Meeting Agenda and then schedule the first Meeting with your Mentor.

MENTOR: Review the 1st Meeting Agenda prior to your meeting to prepare properly for that conversation.

Step 4: Stay on Track

Planning is your key to success here. Schedule your sessions for the next 3 months and do not reschedule. Stick to the plan.

During your sessions, set the intention of that session. Review any previous action items and then develop the next set of action items.

PRIDE 360 has a place where both the Mentor and Mentee can document activities to help keep you both accountable.

Use resources available to you such as the Percipio Mentoring Channel or refer to the suggested activities list for inspiration.

Step 5: Wrap it Up

The Mentoring relationship should have an expected end date, typically no longer than one year. As you begin to exit the relationship take some time to debrief the experience with your partner and/or leaders. Discuss how it helped you and celebrate accomplishments that you both made. Lastly, discuss possible future paths and debrief on where you started and where you are.

MENTEE: Finish completing your Mentee Competency Survey. Rate yourself in the “Post Mentoring” space and review with your Mentor.

See you around, not goodbye.

Healthy mentoring partnerships that are wrapping up does not mean that this is the end to the relationship. It means that you have completed the plan you made together. From here, stay engaged with each other. Send notes of encouragement, check-in or share articles that are of interest.