

WORKSHOP

MENTORING ORIENTATION



OVERVIEW

- **Introduction (30 minutes)**
- **Career development - Flower Diagram (60 minutes)**
- **Break (15 minutes)**
- **Personal goal setting (30 Minutes)**
- **Reasons to become a mentee (30 minutes)**
- **Mentoring Relationship (30 minutes)**

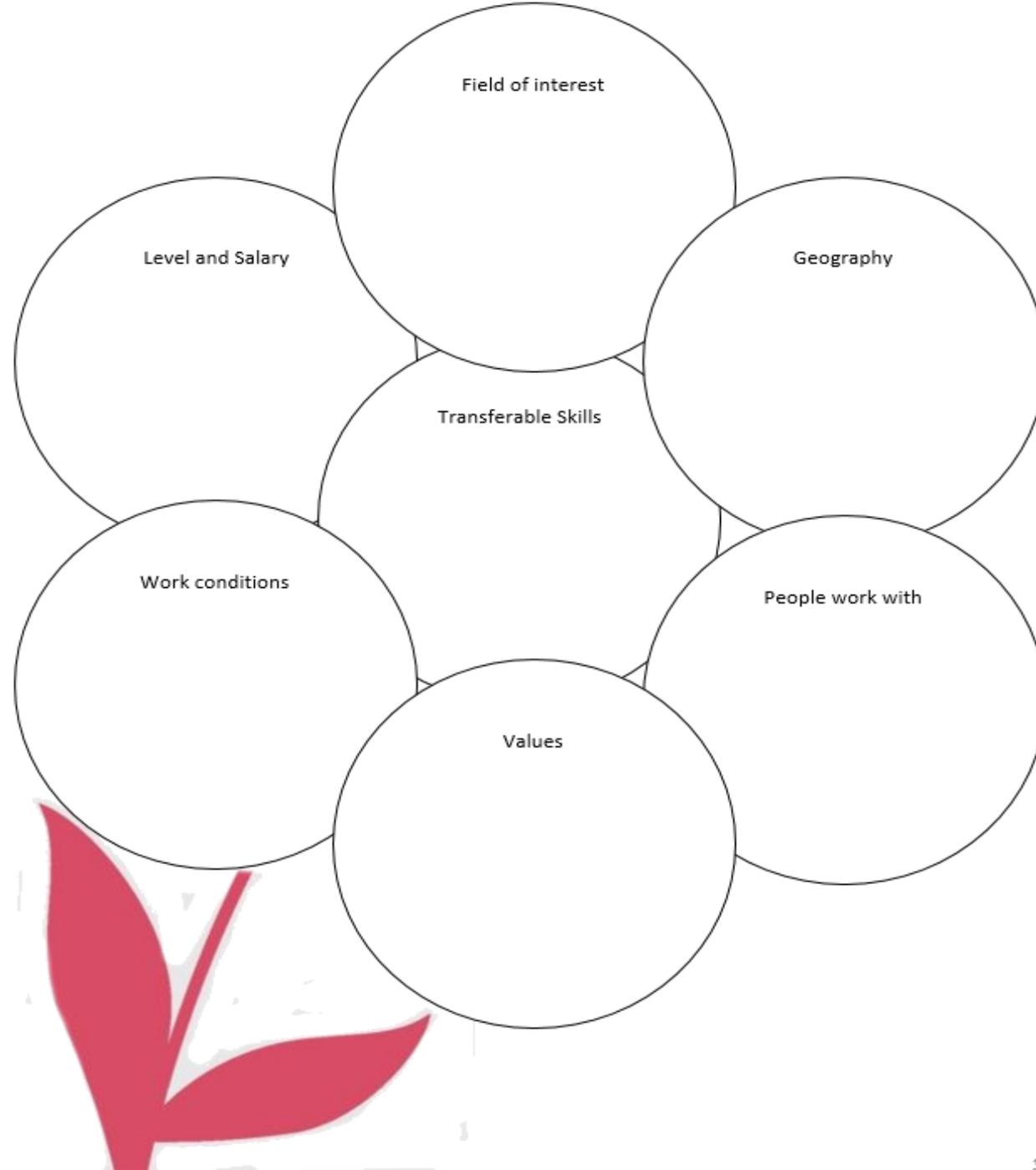
INTRODUCTIONS



ACTIVITY 1: ICEBREAKER

WHO I AM

1. My name is
2. My most important role in life is as a
3. At work, I
4. My favourite way to spend my free time is
5. One thing about me that is important for people to know is
6. Some of the strengths that I will bring to a mentoring relationship are



FLOWER DIAGRAM

Interests

- If you could organize a congress of your choice, what subject would it be?
- If you have spent a particularly interesting evening, what have you been talking about?
- You get 30 minutes to the best broadcasting time in TV/RAdio and can talk about a topic of your choice, what would it be?

Skills

- If you could organize a congress of your choice, what subject would it be?
- If you have spent a particularly interesting evening, what have you been talking about?
- You get 30 minutes to the best broadcasting time in TV/Radio and can talk about a topic of your choice, what would it be?

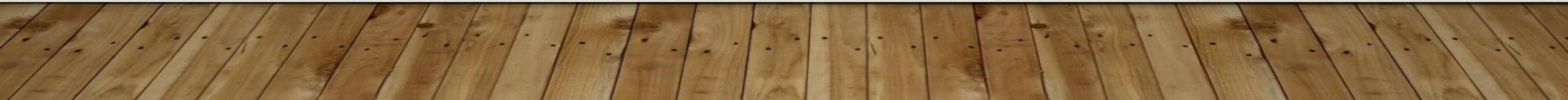
Working conditions

“What working conditions do you like best,
because they enable you to do your best work?”

People and Environments

What are your preferred People-Environments that you are most like to work with, or serve and help?”

The basic idea is to figure out what kind of people you want to be surrounded by.



Geography

Where do you want to live? For some, it doesn't matter that much – for others, it's vital. Also, the answer to this question often changes as your life changes.



Salary and Level of Responsibility

The first question here is at what level you would like to work, in your ideal job? Level is a matter of how much responsibility you want, in an organization.

The second question here is what salary would you like to be aiming for?

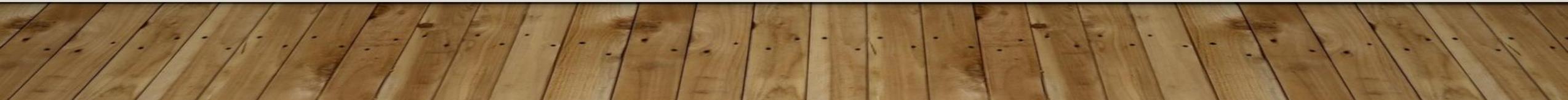


Values, Purposes, and Goals

Imagine you are celebrating your 60. Birthday and you are giving a speech to all your guests.

In this speech you talk about the last 40 years of your career and your life.

What has been important to you in these years? What did you want to achieve?



SMART GOALS

- **S**pecific (simple, sensible, significant).
- **M**easurable (meaningful, motivating).
- **A**chievable (agreed, attainable).
- **R**elevant (reasonable, realistic and resourced, results-based).
- **T**ime bound (time-based, time limited, time/cost limited, timely, time-sensitive).

Specific	Your goal should be clear and specific, otherwise you won't be able to focus your efforts or feel truly motivated to achieve it. When drafting your goal, try to answer the five "W" questions:	What do I want to accomplish? Why is this goal important? Who is involved? Where is it located? Which resources or limits are involved?
Measurable	It's important to have measurable goals, so that you can track your progress and stay motivated. Assessing progress helps you to stay focused, meet your deadlines, and feel the excitement of getting closer to achieving your goal.	A measurable goal should address questions such as: How much? How many? How will I know when it is accomplished?
Achievable	Your goal also needs to be realistic and attainable to be successful. In other words, it should stretch your abilities but still remain possible. When you set an achievable goal, you may be able to identify previously overlooked opportunities or resources that can bring you closer to it.	An achievable goal will usually answer questions such as: How can I accomplish this goal? How realistic is the goal, based on other constraints, such as financial factors?
Relevant	This step is about ensuring that your goal matters to you, and that it also aligns with other relevant goals. We all need support and assistance in achieving our goals, but it's important to retain control over them. So, make sure that your plans drive everyone forward, but that you're still responsible for achieving your own goal.	A relevant goal can answer "yes" to these questions: Does this seem worthwhile? Is this the right time? Does this match our other efforts/needs? Am I the right person to reach this goal? Is it applicable in the current socio-economic environment?
Time-bound	Every goal needs a target date, so that you have a deadline to focus on and something to work toward. This part of the SMART goal criteria helps to prevent everyday tasks from taking priority over your longer-term goals.	A time-bound goal will usually answer these questions: When? What can I do six months from now? What can I do six weeks from now? What can I do today?

REASONS TO BECOME A MENTEE

- As a mentee, you will
- gain **self-knowledge, facilitating self-management**
- receive **honest and informal feedback**
- enhance **YOUR professional development**
- build your **network of professional contacts**
- benefit from **a different perspective** on your current situation
- be **exposed to new ideas, theories, practices, and/or people**
- acquire another perspective on **career management** and success factors
- gain insights by **exchanging your views, testing your ideas**
- get **support and acknowledgment** from your Mentor
- **work smarter, not harder**

IDENTIFY YOUR OWN MENTORS:

- Who took an interest in my welfare and development at a time when I was taking on challenges, such as starting a new job?
- Who has been a useful role model in my life?
- Who helped me uncover and use a hidden talent or ability?
- Who helped me face and resolve a difficult situation in my personal and/or professional life?
- Who challenged me to acquire a new vision and take a new direction?

GUIDELINES TO AN EFFECTIVE MENTORING CONVERSATION

- It must be **completely confidential**
- Active Listening: ask **open-ended questions** rather than questions that can be answered with a “yes” or “no”, paraphrasing, don't interrupt
- Understand that a Mentor's **view of the world** may be different from your own
- Avoid lecturing or **passing judgement**
- **Sensitivity:** be sensitive to cultural and gender differences
- **Time:** good mentoring takes time in active discourse and preparation
- Don't avoid **positive confrontation**, setting challenges together
- Mentors guide Mentees through a **problem-solving process** rather than state a solution to a problem for them
- Summarize the conversation, agree on the outcome, take notes on insights and next steps

CHECKLIST PREPARING FOR THE FIRST MEETING

- **Where might I meet with my mentor where we both feel comfortable? List a few ideas below.**
- **What are some things I could tell my mentor about myself that would help us get to know each other a little bit? What about me and my life story might be interesting and relevant to the mentor?**
- **What are some questions I could ask my mentor to get to know him/her a little bit without prying? (Write some possible open-ended questions below)**
- **What do I want out of the Mentoring relationship – what are my hopes?**
- **How can I find out what my mentor hopes to get out of the relationship – what questions might I ask?**

CONTINUOUS FOLLOW UP AND FEEDBACK

- **Report back on your experiences**
- **Positive reinforcement**
- **Get to know each other**
- **Keep focus on growth and accomplishments**
- **Re-evaluate the relationship if it has achieved results**
- **Change objectives and scope if continuation is desired**
- **Terminate relationships if things are not going well**

**I`D LIKE TO THANK YOU ALL FOR
YOUR ATTENTION AND INTEREST!**