



promoting the power
of facilitation worldwide

International Association of Facilitators

Global Mentorship Program

Mentee Orientation

Agenda

- Definitions
- Program Overview
- Roles and Responsibilities
- Guidelines
- Objectives
- Skills
- Receptivity
- Preparation
- Progress through the program
- Providing feedback from the Mentor
- Building the relationship
- Potential Challenges



Definitions

- Facilitator
- Consultant
- Mentor
- Counsellor



What is Mentoring?

- “A Mentor knows how to answer many great questions from the Mentee and pass on their experience” – Forton Group
- Mentoring is "A mutual relationship with an intentional agenda designed to convey specific content along with life wisdom from one individual to another. Mentoring does not happen by accident, nor do its benefits come quickly. It is relationally based, but it is more than a good friendship. . .mentoring is not two people who just spend time together sharing". - Thomas Addington and Stephen Graves
- "Mentoring is a supportive learning relationship between a caring individual who shares knowledge, experience and wisdom with another individual who is ready and willing to benefit from this exchange, to enrich their professional journey". - Suzanne Faure
- "Mentoring involves primarily listening with empathy, sharing experience (usually mutually), professional friendship, developing insight through reflection, being a sounding board, encouraging" - David Clutterbuck



Mentorship Program Overview

The IAF Global Mentorship program is designed to be a value add for our global members. It will offer them an opportunity to engage with more experienced mentors around the world and the program will be the base for a future Endorsed Facilitator.

- Matching Process
- Formal versus informal mentoring
- After Matching Process
- Post Event



Roles and Responsibilities of Mentees

- Preparing for the mentoring sessions
- Identifying aspirations for the period
- Managing the overall agenda of sessions
- Presenting research and thoughts in the mentoring session
- Applying learning from the mentoring session
- Providing feedback to the Mentor on ideas and suggestions
- Keeping notes of sessions



Guidelines for meetings



- Confidentiality is adhered to
- Openness/honesty between both parties
- Challenge is part of the agreement
- The relationship allows both parties to use feedback to develop and learn

Objectives for Mentees



- What are my strengths? How can I strengthen them?
- What are my weaknesses? How can I improve them?
- What are my short-term career objectives?
- What are my long-term career objectives?
- Do I feel successful in my career choice at this time?
- If I do not feel successful, what can I do to change that?

Objectives for Mentees (continued)

- What do I like best about my job?
- If I could change one thing about my job, what would it be?
- What do I value from my career?
- What type of training would I benefit from, and in what areas could I use that training?
- What prevents me from being the most successful version of myself?
- What are the most important things that my mentor could help me with?



Skills for Successful Relationships

- Listen
- Open-Ended Questions
- Trust
- Things to Be Aware of
- Time
- Confidentiality
- Terminating the Mentoring Relationship



Receptivity from the Mentee

- Learning Style
- Time
- Commitment and Building Trust
- Listening Actively



Preparation

Prior to meeting with your Mentor/Mentee, outline the items in advance that you would like to discuss with them. Potential topics could include:

- Specific short term and long-term objectives for the relationship
- Specific short term and long-term objectives for you
- Strengths and areas for improvement
- Expectations that both parties have for the relationship
- Contributions that both parties must make so mentorship is both efficient & beneficial
- Schedule for meetings, moving forward
- Limitation on the mentorship (e.g. frequency & duration of each meeting, method of discussion)



Progress through the Program



- Throughout the program, it is important to track your progress and learnings as you go.
- Don't hinder yourself to the goals you set at the beginning of the program.
- As you learn, develop and strengthen your skills and knowledge, it is possible you will develop new goals and objectives for your career.

Mentor Feedback

- It is a good idea to discuss in advance which type of feedback you respond to
- How do you like to be challenged?
- What is your learning style?
- What is your personality type?





Building the Relationship

- It is important to build the relationship to be more than just going to meetings or chatting about career growth.
- Be punctual and arrive on time for meetings, ask each other questions, and listen without interruption.
- Keep to meeting schedules and always express appreciation for each other's time.
- Be eager to learn from your Mentor, & soak in as much information as they can give.
- Show your appreciation by sending thank you notes after memorable meetings or experiences.
- Each month, send a quick email to your Mentor to explain how you have used their advice and the progress you have made.
- Be open to helping others!



Potential Challenges

- Both Mentors and Mentees should be assertive if either feels that there is a mismatch.
- It is better to end a relationship early in the program than to struggle to maintain a relationship that has little value to either the Mentor or the Mentee.
- If either party feels that there is an issue that cannot be resolved, please contact the program coordinator at office@iaf-world.org.



Questions or comments?

