

The mentoring process



Step 1 – Initial meeting

- Explain the purpose of the mentoring relationship
- Define the meeting format and how it works
- Explain your commitments as a mentor
- Set expectations with your mentee



Step 2 – Mentoring sessions

- Cultivate a strong relationship
- Identify objectives
- Provide feedback
- Identify strengths and areas of improvement
- Explore options
- Discuss professional issues
- Drive a risk-taking mindset



Step 3 – Moving on

- Take the mentor-mentee relationship to a natural end
- Review and sign-off the objectives
- Help the mentee identify the next steps in the process



Tip: As a mentor, leverage your mentee's experience and create opportunities. This will drive his or her confidence and the desire to prove his or her worth.