



IWW - Mentoring

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Agenda

Fundamentals of Mentoring

Benefits of Mentoring

Finding a Mentor

Final Thoughts

Question

Who was the famous mentor of Martin Luther King?

A.Malcom X

B.Rosa Parks

C.Nelson Mandela

D.Mahatma Gandhi

Question

Who was the famous mentor of Oprah Winfrey?

A. Maya Angelou

B. Richard Branson

C. Dolly Parton

D. Michelle Obama

Question

Who was the famous mentor of Mark Zuckerberg?

A. Bill Gates

B. Jeff Bezos

C. Steve Jobs

D. Elon Musk



Fundamentals of Mentoring

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What do we mean by Mentoring and Coaching?



Common Themes

- Personalised
- Outcomes
- Normally 1-2-1
- Commitment
- Good communication skills
- Knowledge

<i>Coaching</i>		<i>Mentoring</i>
Task focus, skill development, narrower perspective	What is the focus?	Relationship focus, personal development, broader perspective
Coach is responsible for training	Who is responsible for what?	Mentee is responsible for learning
Coach may be hired or may be matched by others	Who selects?	Mentor is typically identified by mentee but may be matched
Training, instructing, assessing, providing feedback	What are the key activities?	Providing information, suggesting, guiding, sharing experience
Regular meetings, formalized structure with monitoring and evaluation	What is the structure?	Can be formal or informal, meetings as planned or when needed
Short-term, may be time-bound	What is the timeline?	Long-term, may be lifelong
To develop specific skills and/or improve work performance	When to use it?	To guide personal and/or career growth and development

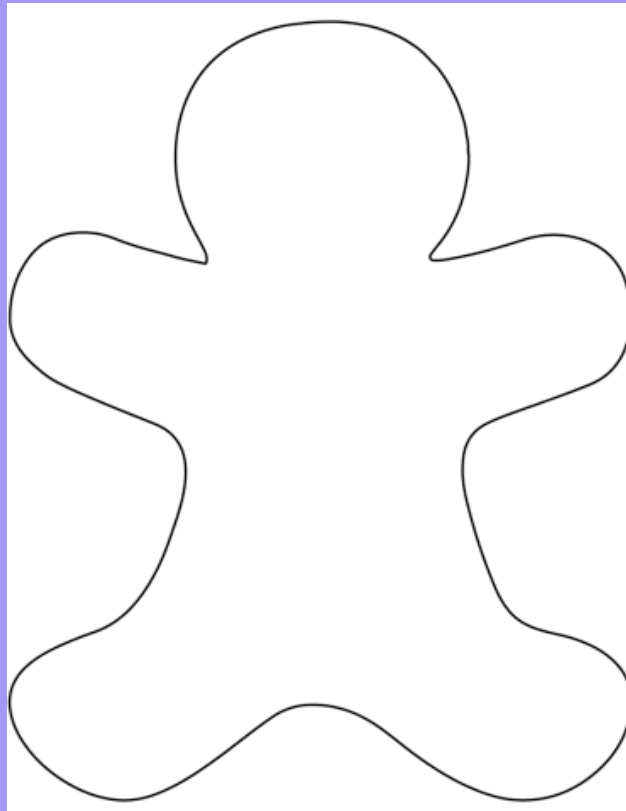
<http://tarunagoel.blogspot.ca/>

Coaching vs Mentoring

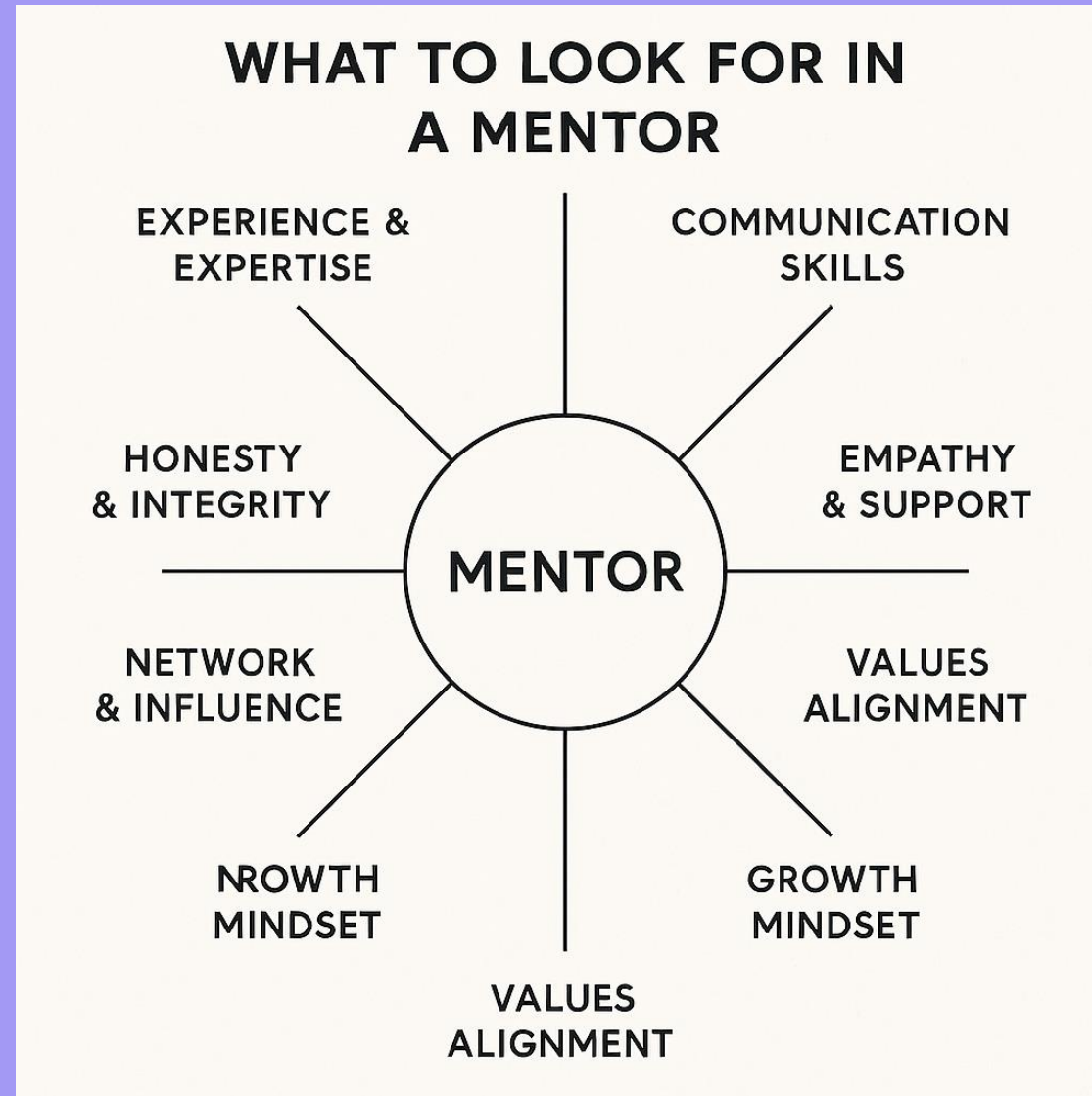
Activity

What do you think makes a good Mentor?

In groups, add words in and out the drawing of what you think would be a good mentor



What to look for in a mentor?





Benefits of Mentoring

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Quiz

What do you feel is the most beneficial aspect of mentoring is for you?

- A. Support career development
- B. Enhanced personal confidence and self-awareness
- C. Development of leadership and interpersonal skills
- D. Expanded professional networks,
- E. Increased job satisfaction and employee retention

Quiz

What is the primary role of a mentor in a mentoring relationship?

- A. To solve the mentee's problems
- B. To provide emotional support only
- C. To guide, challenge, and support the mentee's growth
- D. To ensure the mentee follows the mentor's career path

Communication

Question

Which of the following best describes an effective mentoring conversation?

- A. The mentor talks most of the time, sharing their experiences
- B. The mentor listens actively and asks open-ended questions
- C. The mentor gives direct instructions and advice
- D. The mentor avoids discussing challenges

Communication

Transmitter

Message is
encoded and
sent ...



Some factors that affect communication:

Environment
Physiological Barriers
Psychological /Perception
Semantic/Language Barriers
Encoding of message
Reception of message
Understanding
Acceptance
Prejudice

Receiver

Message is
received,
decoded and
interpreted...

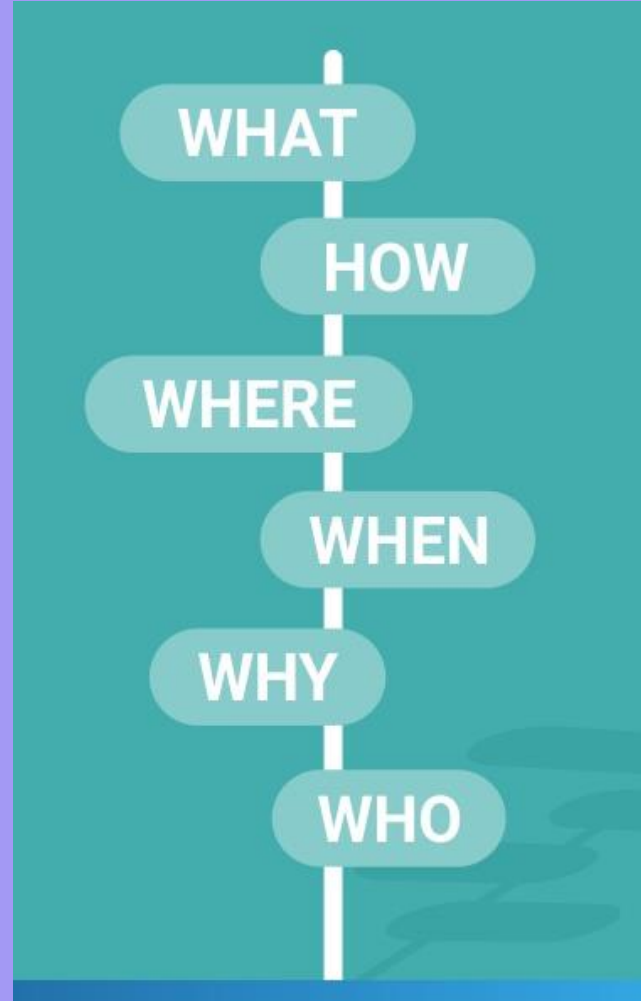


Communication takes place either Verbally or Non Verbally

Communication – Questioning Skills

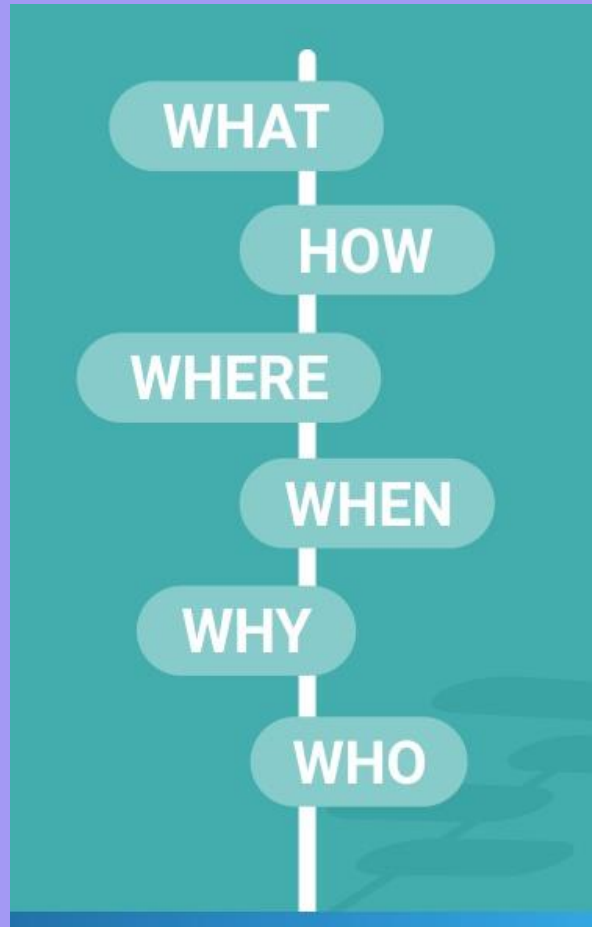
- Closed - Do you like pizza?
- Open - What do you like about pizza?
- Multiple - Can you deliver a presentation on Tuesday? What are you going to cover?
- Leading - You don't really think that do you?
- Rhetorical - We know that mentees get a lot out of the mentoring, don't we?
- Probing - Why did you say that?
- Reflective - How did you feel the training session went this morning?
- Hypothetical - What would happen if you didn't turn up to your session?

Examples of Open Questions



Activity

In pairs, ask each other a few questions – only using open questions. Take it in turns.



Communication Example



Boundary Setting & Contracting

Section	Details
1. Purpose and Goals	
Mentee's Objectives	[Insert SMART goals: Specific, Measurable, Achievable, Relevant, Time-bound]
Mentor's Role	Guide, offer alternatives, explore options, empower the mentee. Not a therapist/counsellor, not directive, not responsible for doing the work.
Mentee's Role	Drive the relationship, prepare agendas, take responsibility for learning, be open to feedback and challenge.
2. Logistics and Duration	
Agreement Duration	From [Start Date] to [End Date]
Meeting Frequency	Every [e.g., 4–6] weeks
Meeting Duration	Approximately [e.g., 60–90] minutes
Location/Method	[e.g., In person at X / via Zoom]
Scheduling Responsibility	Mentee schedules meetings and sends agenda at least 24 hours in advance
Cancellation Policy	Minimum [e.g., 24/48] hours’ notice required, except in emergencies
Contact Between Sessions	Limited to [e.g., email for scheduling / brief phone calls by mutual consent]
3. Boundaries and Ground Rules	
Confidentiality	All discussions are confidential. Exceptions: harm disclosures, legal or program requirements
Professionalism	Relationship is professional, not personal or romantic
Scope of Advice	No personal mental health advice; mentor refers out if topic is outside expertise; no unrealistic promises
Financial Boundaries	No financial assistance, loans, or gifts exchanged
Mutual Respect	Open, honest, respectful communication; safe and discrimination-free environment



Finding a Mentor

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Role Models

Values

Leadership Styles

Leverage Internal
Networks

Ask for
recommendation

LinkedIn

Staff Networks

Outside Warwick

Exciting News!!

Launch of our directory of Inspiring Woman as Peer Mentors



Managing Mentoring Relationships Effectively

Set Clear Expectations Early

- Define goals like career development, leadership bi-kills
- Agree on logistics: how often to meet, format
- Clarify roles both parties expect

Build Trust and Rapport

- Be authentic and share your goals
- Respect confidentiality
- Show appreciation for your mentor's time

Be Flexible and Open to Change

- Adjust meetings, revisit goals as needed
- Evolve or end the relationship when it's time

Be Proactive and Prepared

- Be pe authentic and share your goals
- Respect confidentiality
- Show appreciation for your mentor's time

Track Progress

- Document key takeaways
- Set action items and follow through
- Review goals periodically

Give Back

- Share insights or experiences
- Offer help to your mentor where meaningful

Reflect and Celebrate

- Reflect on your growth
- Celebrate milestones and successes

Networking – how to say hello

Strategies and techniques for breaking the ice:

- Have prepared questions
- Using Icebreakers/quizzes!
- Think about what you might have in common with each other.
- Be present – engage in the conversations, build rapport
- Remember your role and how people perceive you – remember they are giving up their time for free and can really help support you along your journey. Respect and professionalism goes along way.





Final Thoughts

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Activity – Personal Reflection

Take a moment to think about the following:

- What are your goals?
- How do you think a mentor might help you?
 - If you want to be a mentor, what do you think you can offer a mentee?
- Who might you approach and how?

Next Steps.....

- Make the approach – but be prepared to wait or for a ‘no’ as well.
- Agree a meeting and how (online vs face to face)
- ‘Contract’ and set boundaries
- Clarify Purpose & Goals
- Communication & Accountability
- Document the discussions
- Schedule follow up sessions
- Review progress regularly

Top tips for Mentoring

Before you start:

Agree where and how you will meet:

- Face-to-face

- Phone

- Skype/Zoom

.. and how often

- Have a conversation to agree what you would both like to gain from the mentoring relationship.



???



Mentoring is a supportive form of development that helps an individual manage their career, improve their skills.

A mentor should be:

- Compassionate
- Inquisitive
- Positive ✓
- Authentic
- Approachable
- Encouraging ♥
- Kind

Did you know?

Mentoring is about sharing skills. A mentor can be more senior than the person they are mentoring, or more junior (reverse mentoring)



Able to listen well, ask open questions, offer non-judgemental constructive feedback.

Willing to share knowledge, expertise, experience, resources.

← Knowledge + expertise



HORIZONS

Thank you for listening!



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