



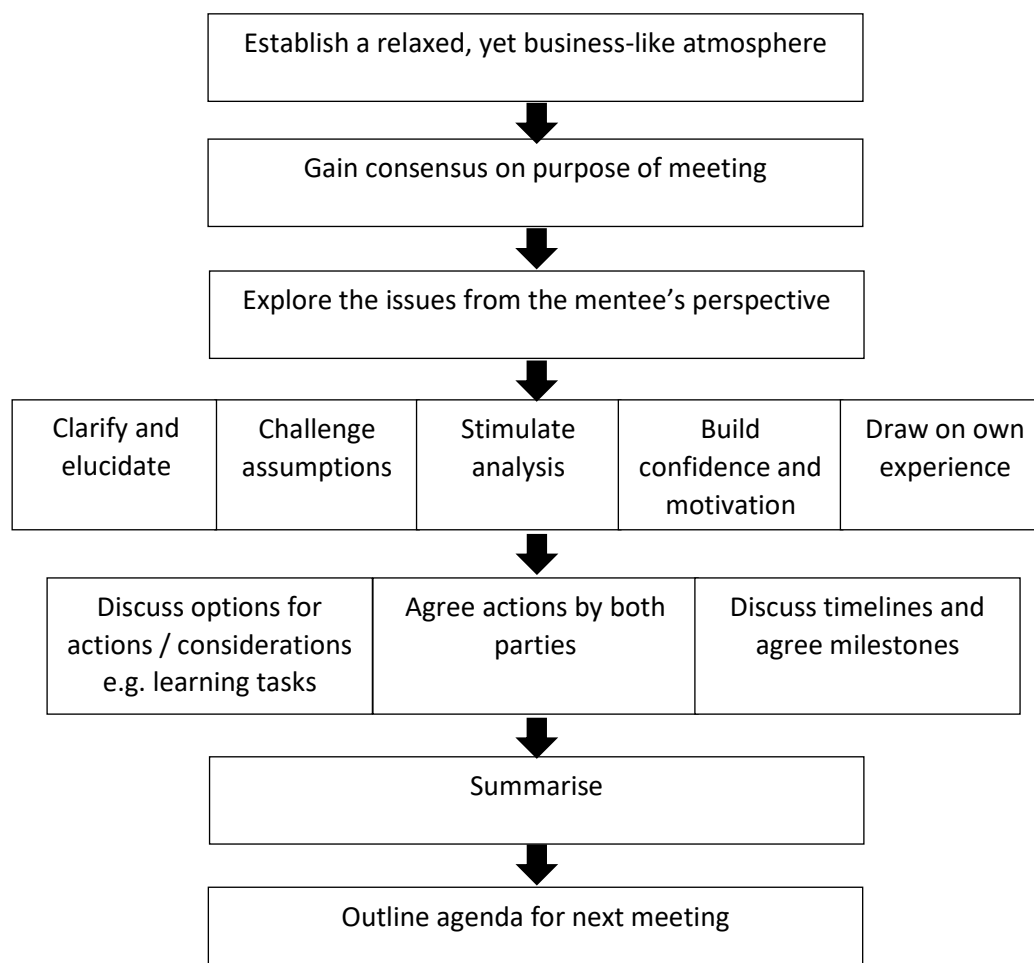
Conducting an Effective Mentoring Session

Productive learning conversations is what the mentoring relationship is all about. To ensure that the mentoring pair gets as much as possible out of the mentoring relationship, it is recommended that mentors follow a structure within each mentoring session.

Mentoring Session Structure

The mentoring process involves a series of meetings where the mentoring pair engages in focused discussions that are driven by both the mentees overarching objectives for the mentoring relationship and the specific goals for the session. At the end of each mentoring session, actions are agreed upon and, between sessions, the mentee undertakes the agreed actions. These actions, and the experiences and issues faced by the mentee whilst undertaking them, become the focus of the next mentoring conversation.

The following provides a basic overview of how a mentoring session should progress in terms of building a comfortable atmosphere, stimulating your mentee, and working with them to develop and reach their goals.



Adapted from: Clutterbuck, D., (2001)., *Everyone needs a Mentor: Fostering Talent at Work*. 3rd Ed. Chartered Institute of Personnel and Development



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Hints and Tips for Effective Mentoring Sessions

Plan and Prepare

Take the time to plan before the mentoring session, ensuring that you have completed any tasks assigned to you from the previous session and that you have considered the key topics that might be discussed. Sound preparation helps both you and your mentee make the most of the mentoring session.

Set clear goals and determine measures

As mentioned previously, it is important to work with your mentee to set some realistic goals very early on in the relationship as this sets the focus for the mentoring relationship. You will also need to determine the measures that will be used to assess progress towards the goals. Use the SMART Goal Setting template with your mentee to help them to develop their goals.

Focus on opportunities for professional growth and development

The mentoring relationship should be focused on supporting your mentee to conduct a self-assessment of their strengths and areas for development. Once these are understood, you can help them to identify and manage the opportunities which will best support their development.

Make the time and be consistent

Your mentee will want to get a sense that they are respected by you and that you are genuinely invested in supporting their professional growth and development so it is essential that you attend all scheduled meetings. Regular structured interactions underpin a successful mentoring relationship.

Keep appropriate records

It is important for mentoring pairs to keep a record of what was discussed and agreed on at each mentoring session and what is hoped to be achieved by the next session. A simple list is enough for mentoring pairs to review at each session and helps to assess the impact of the mentoring relationship down the track.