

## **Mentoring Overview**

### ***Courageous Leadership: Identify & Achieve Your Lifetime Goals***

**What is Mentoring?** Mentoring is a one-to-one relationship. The mentor commits to a protégé and invests time in getting to know their capabilities, interests and ambitions. The mentor passes along wisdom based on professional experience & education. The protégé makes a commitment to prepare for and attend meetings. The protégé listens attentively and takes steps to develop & grow. Mentoring offers people valuable insight, provides exposure to new ways of thinking, presents broader perspectives, increases self-confidence and provides helpful hints for leadership development.

#### **Roles**

##### **Protégé**

- Learner (reads ***Courageous Leadership: A 12 Week Action Plan*** and completes the recommended activities);
- Planner (schedules meetings, comes prepared for meetings with a clear understanding of topics/issues to be discussed);
- Communicator (openly discusses goals, challenges & concerns with the mentor);
- Driver (follows through on mentoring meetings & commitments).

##### **Mentor**

- Teacher (shares information & provides insights based on experience, education, & personal lessons learned);
- Guide (shares organizational/personal insights and networking connections/opportunities);
- Counselor (skillfully listens to what is (and what isn't) being said, provides encouragement & gives productive feedback);
- Challenger (identifies developmental experiences & opportunities).

##### **How Mentoring works.**

- Protégé identifies a leader that he/she respects & trusts. This informal mentoring relationship will provide opportunities to share experience, information, ideas & suggestions.
- Protégé contacts the mentor to identify the best day/time/location for meetings. The mentor & protégé agree on the length for each meeting.
- Protégé sends a confirmation email to the mentor which identifies the date, time, location and possible topics/questions that will generate discussion. The mentor should receive the confirmation email at least 48 hours in advance so that he/she has an opportunity to prepare for the discussion.
- At the end of this process, the protégé should feel strengthened by the experience, be able to see things with greater clarity, have defined goals, and be able to continue independently.