

Mentoring Worksheets

Before Your First Meeting:

- What do you hope to gain from this mentoring relationship?
- What's helpful for your mentee to know about you?
- What would you like to know about your mentee?

First Meeting – Suggested Agenda:



- Introductions (get to know each other, build early trust, make a connection)
- Share experiences of mentoring, career journey insights
- Share hopes and expectations for the mentoring (from each party)
- Contracting – your ways of working agreement

- Check Out
 - What are we each taking away from today
 - What's worked well
 - What could be even better if...
 - Confirm next meeting (never close without arranging this next session!)

'The Coaching Habit' – 7 Useful Prompt Questions



- **Question 1: The Kickstart Question** – What’s on your mind?
This is how we begin our conversations in a way that is focused and open.
- **Question 2: The AWE Question** – And what else?
Asking this question, “And what else?” works as a self-management tool for us as the coach and as a boost for the other six questions.
- **Question 3: The Focus Question** – What’s the real challenge here for you?
As the question implies, this question begins to funnel the topic in a way that focuses the conversation. It works in conjunction with the next question.
- **Question 4: The Foundation Question** – What do you want?
This question takes us to the heart of the matter so that our attention is on what really matters.
- **Question 5: The Lazy Question** – How can I help?
By asking this question, we learn what the person wants our role to be. (e.g., listener, supporter, encourager, etc.)
- **Question 6: The Strategic Question** – If you are saying “yes” to this, what are you saying “no” to?
Saying YES more slowly means being willing to **stay curious before committing**.
- **Question 7: The Learning Question** – What was most useful for you?
The Learning Question pairs with the Kickstart Question to make what Stanier calls the Coaching Bookends – ensuring conversations with you are of high value.

Being an Effective Mentee:

Someone who...

- Respects time
- Is honest
- Keeps confidences
- Prepares ahead
- Makes time for reflection
- Follows through on actions

Before your First Meeting:

- What do you hope to gain from this Mentoring relationship?
- What's helpful for your mentor to know about you?
- What would you like to know about your mentor?
- What are your strong points and your biggest needs?
- What questions are on your mind?
- What's the most important thing to discuss first?

First Meeting – Suggested Agenda:



- Introductions (get to know each other, build early trust, make a connection)
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- Hopes and expectations for the mentoring (from each party)
- Contracting – your ways of working agreement

- Check Out
 - What are we each taking away from today
 - What's worked well
 - What could be even better if
 - Agree when to meet next (never close without arranging this next session!)

Your Working Agreement (Contracting)



How often do we want to meet and for how long each time?

Are we accessible between mentoring meetings (email/whatsapp)

Where will we meet - in person (if yes, where?) or a digital platform? (e.g. Teams, Zoom, FaceTime?)

What happens if one of us needs to cancel/rearrange?

Who should organize our meetings?

How confidential will our relationship be?

What do we hope to achieve? (Broad aims only at this stage)

What are the boundaries to our relationship?

How will we give each other feedback and measure progress?

Is there anything else we need to discuss at this stage?

Preparation Ahead of a Mentoring Conversation (Mentees)

Good practice: ALWAYS make time to think!

- What's changed / progressed since my last session?
- What did I commit to doing differently? What impact has that had?
- What's on my mind as priority to explore in this upcoming session?
- How can I help my mentor to best understand the issue / question - and in doing so, perhaps give more clarity to myself?
- What type of help am I looking for in this session? (e.g. am I looking for advice? Someone to bounce ideas off? Someone to challenge me?)