

Mentoring Template Month 7 and Beyond

Instructions: *Seek SMART next steps from them: **S**pecific, **M**easurable, **A**chievable, **R**elated, **T**ime-Bound. **Note:** This is the mentoring form going forward. **USE ALL 30m.** Mentoring is about **applying/practicing** what's been/being learned.

- ☐ **1. Express appreciation.** (This should be one-way and received)
- ☐ **2.** Recall from memory your organizational **purpose** and share why it matters to you, the mentor.
- ☐ **3.** Say, "Consider who would benefit most from you causing this purpose for them. Is it You? Another person?" Ask, "What is one NEW **SMART step (a baby step) you will take to cause the **purpose**?" Who? When? How?"
- ☐ **4. Score all 3 of following areas below** using a scale of 1-10: A. Relationships, B. Productivity, C. Engagement.

A. RELATIONSHIPS: "Are any of your relationships less than a 10? How many? What scores?" (NO names or stories)

Note: Only if a relationship challenge is selected for improvement will you use the trust chart below.

Mentee's self-assessment (their scores)

Mentor's assessment (anything you notice not mentioned)

B. PRODUCTIVITY: "Are you putting forth full effort? Are you getting done what you believe you could be? What is your productivity score on a scale of 1-10?"

Mentee's self-assessment

Mentor's assessment (anything you notice not mentioned)

C. ENGAGEMENT: "Are you enthused about this job, work, organization? What is your *engagement* score 1-10?" Take notes.

Mentee's self-assessment

Mentor's assessment (anything you notice not mentioned)

If Relationships are chosen: Choose one (or more) relationship(s) scored less than a 10. For each: Which trust values are YOU and THEY neglecting and/or violating? Choose one to work on from each column that you believe can move up the score by at least 1. Determine what tool you will use and practice it with the mentor. Share when you will apply the tool.

8 Values That Build Trust	Description	You	Them
1. Honesty	Am I ethical? Do I tell the truth? Lie? Cheat? Steal?		
2. Straightforwardness	Do I ask for what I <u>want</u> (get commitment) and state what I expect?		
3. Receptivity	Am I fully open to hear and consider their feedback and ideas?		
4. Disclosure	Do I share my opinions, needs, ideas and feelings fully?		
5. Respect	Do I treat them as worthy, important and separate with unique needs?		
6. Recognition	Do I acknowledge gifts, talents and differences appreciatively?		
7. Keeps Commitments	Do I deliver on what I say I'll do and when I say I'll do it?		
8. Seeks Excellence	Am I determined to cause and be the best? In relationships? Otherwise?		

If time remains (all scores of "10" above or after resolving issues), take these steps below (in any combination or order):

- ☐ **5. Help the mentee with their Blueprint:** help them clarify, define and commit to next steps.
- ☐ **6. Review/Practice Tools:** Once they managing the above areas, this is an excellent way to support competency.
- ☐ **7.** End with **appreciation** and **thanks**. **Note:** Make sure they leave with an action plan. Take notes. Encourage!
- ☐ **Fill out and submit the mentoring data form.** Send the form to your mentee. Follow-up on commitments as best supports them.