

Mentoring Template Month 8 and Beyond

Instructions: *Seek **SMART next steps from them:** **S**pecific, **M**easurable, **A**chievable, **R**elated, **T**ime-Bound. **Note:** This is the standardized mentoring form going forward. Use all 30m. Mentoring is about **applying** 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. Next, ask mentee, What is 1 NEW baby **SMART step you will take to intentionally cause the organizational purpose. Who will you cause it for? When? How? Consider who would benefit most from the purpose.
- 3.** Share your purpose. What's 1 NEW baby step** you will take to cause your purpose today? For Who? How?
- 4.** NEXT, read the **core values**. Ask for a *SMART step mentee can take to use core values to cause his/her purpose.
- 5. Score all 3 of following areas** - scale of 1-10: *Relationships, Productivity, Engagement* (below) before proceeding.

A. Relationships: "Are any less than a 10? How many? What scores?" (Do NOT allow names or stories)

Mentee's self-assessment	Mentor's assessment of mentee
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B. Productivity: "Are you producing A-game work? What is your *productivity* score 1-10?" Take notes.

Mentee's self-assessment	Mentor's assessment of mentee
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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 of mentee
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If Relationships are chosen: Choose one (or more) relationship(s) less than a 10. Which trust values are YOU **and** THEY neglecting and/or violating? "Which can move up the # by at least 1? What tool? Practice it. When will you apply this 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):

- 6. Help the mentee with their Blueprint:** help them clarify, define and commit to next steps.
- 7. Review/Practice Tools:** Once they managing the above areas, this is an excellent way to support competency.
- 8.** End with **appreciation** and **thanks**. **Note:** Make sure they leave with an action plan. Take notes. Encourage!

Note: Fill out the **mentoring data form**. Follow-up with mentee on commitments as best supports them.