

MENTORSHIP TOOLKIT

PBKNY 2020



Essential practices for
building strong
mentor relationships

CONTENTS

Defining Mentorship —————→ 1

Setting Up —————→ 2 - 4

Meaningful Meetings —————→ 5 - 8

Building the Relationship —————→ 9 - 10

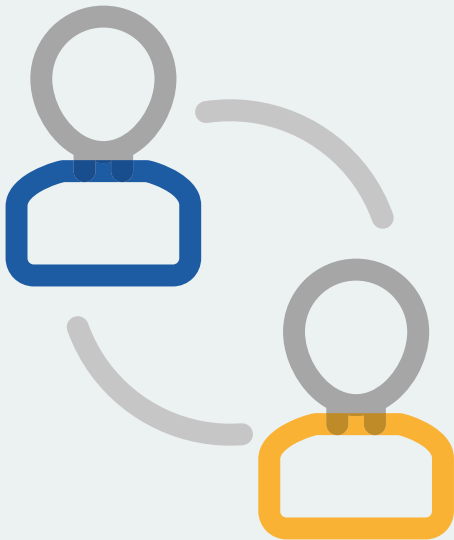
Moving Forward —————→ 11

PBKNY's Favorites —————→ 12

MENTORSHIP

noun [men-tor-ship]

the influence, guidance, or direction given by a mentor



MENTOR

noun [men-tor]

a trusted counselor or guide

MENTEE

noun [men-tee]

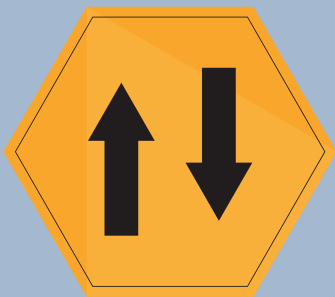
one who is being mentored: Protege

The concept of mentoring has been around for millennia. Today, mentorship is essential to building a well-rounded network and successful career.

In the following pages, PBKNY provides a sample of key tools to building these important relationships.

Setting Up for Success

Before your first meeting, take a few minutes to consider what this mentoring relationship might look like...



Remember, mentorship is a two lane road, you will both need to provide equal amounts of work to make this a meaningful connection...

Mentees - keep in mind that your mentor is not there to give you all the answers, rather, they are there to guide you to finding your own path...



Mentors - you might run into a moment where you don't know the answer to your mentee's question, remember that it is normal...

...as you embark on this relationship, keep in mind that, no matter your age or profession, you are both unique individuals with the ability to learn from each other.

Goal Setting

"Means goals" versus "end goals"

Before you set goals for this relationship, you must first understand your "end goals".

Vishen Lakhiani's goal setting exercise:
"end goals" versus "means goals"



"End goals" are related to your humanity. Goals like being happy, and contributing to the world we live in.



"Means goals" would be to get a certain degree in school, or to make a certain amount of money.

To understand your "end goals", ask yourself these questions:

What do you want to experience in life?

How do you want to grow and develop yourself?

How do you want to contribute to the world?

Goal Setting

with your "end goals" in mind

Once you understand your "end goals", you can keep them in mind as you set smaller goals...

1 For 5 minutes, write down every goal that comes to your mind

2 Group your goals based on feasibility and time they require

3 Define the first step you need to take to accomplish each goal

4 Create a timeline of your goals to motivate you to take the first step

Setting thoughtful goals related to your career at large and your mentoring relationship will allow you to have a clear focused mind when approaching each meeting.

Active Listening

is key to developing a relationship

**Clear your mind
+ give your
undivided
attention**

- Ask open-ended questions
- How? What? When? Why?
- Ask meaningful followups

Tips for active listening...

Paraphrase what you think the mentee/mentor has said this makes them feel understood. If it is off the mark, it invites her or him to clarify and also reminds you to listen more closely.

Ask questions when you don't understand.

Put yourself in their "shoes" and try to understand the world from her or his perspective.

Put aside preconceived ideas and refrain from passing judgment.

Acknowledge that you are listening by occasionally nodding your head and saying things like, "I see."

Give your mentee/mentor the same respect that you desire for yourself when you are talking to someone.

Break the Ice

How have you
doubted yourself
in your career?

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What do you want
to get out of this
relationship?

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What 5 values - in
order - are most
important to you?

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What turns have you taken
on your journey that you
did not expect to take?

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What was the last
book you read?

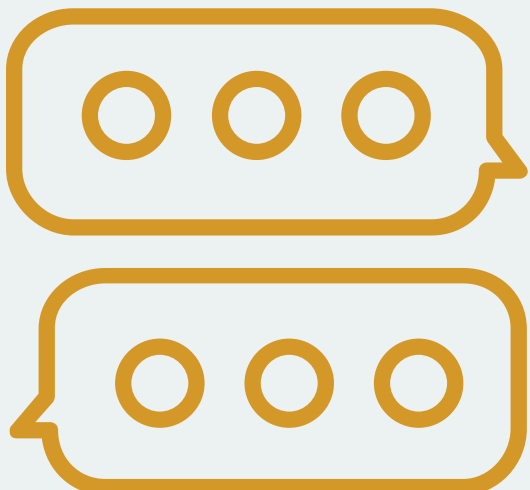
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Virtual Meetings



Never do something else while the conversation is taking place. Give your undivided attention.

Especially when speaking on the phone, say things like, “I see,” or “OK,” or ask questions. That way, your mentee will know you’re there.



Do your best to avoid interrupting the person who is talking. Allow him/her to finish their sentences.

Meaningful Meetings

→ Allow time in the beginning of your meeting to reconnect and build rapport

→ Consider creating a meeting plan to help you be productive

→ Review the Mentorship Committee's check-in email prior to the meeting

→ Good communication is honest, open, and transparent

Below is an example of a structured agenda:

Build rapport	5 minutes
Review actions items from last meeting	15 minutes
Review development plan goals/activities	5 minutes
Discuss new objectives	20 minutes
New action items for the next meeting	10 minutes
Close meeting- acknowledge progress, thank you's & schedule next meeting	5 minutes

Building Trust



Building a foundation of trust between mentor and mentee is crucial to fostering a meaningful, long-term relationship.

Listen proactively and with an open mind

Allow yourself to be vulnerable

Admit to and owning your mistakes and errors

Be accepting and nonjudgmental

Sincerely encourage others to succeed

Actively seek out different perspectives

Honor and respect confidentiality

Follow through on what you say you will do

Share experiences openly

Respecting *Differences*

Just as any other relationship, you should keep in mind that you and your mentee/mentor are two individual people with different backgrounds and opinions. Be sure to remember this as you face any critique, issues, or misunderstanding



Be respectful of your
mentee/mentor's
time and voice.

Give and receive advice
understanding it doesn't need
to be accepted



Set clear expectations
from the beginning to
avoid misunderstandings

Looking Forward

ending the formal relationship

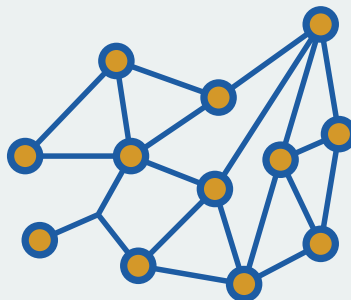
As the formal mentorship program comes to a close, there are a few ways to proceed in a productive manner:



Plan more meetings on your own



Connect each other with more people



Discuss future mentor/mentee prospects

Final Discussion topics could include:

- Reflecting on accomplishments, challenges, and progress towards goals
- What will you remember most about the relationship?
 - What challenges lie ahead for you?
 - Expressing thanks and best wishes!

Remember to...

connect with PBK on LinkedIn, attend future events, and, of course, consider becoming a mentor/mentee again!

PBKNY's Favorites

For more tools we find helpful for building a successful mentor relationship follow these links:

[Indeed | 8 Mentoring Topics for Discussion](#)

[Mindvalley | The Problem With Goal Setting And What You Can Do Instead: The 3 Most Important Questions](#)

[Hubspot | Here's How to Write an Impressive Personal Mission Statement](#)

[Workitdaily](#)

[Mentorloop | The Complete Mentoring Program Toolkit](#)

[Introductions and Building Trust Tips-Sheet](#)

[Quicksprout | How To Connect With Mentors To Build Your Personal Brand](#)

[Smartsheet | SMART Goals](#)