

Mentor Training Notes
(to accompany Powerpoint for Logia Mentoring Scheme)

What is Mentoring?

- Achieving goals: enables mentee or realise potential and to move forward
- Someone to listen and support on a 1:1 basis, non-judgement, positive and reassuring
- Empowers mentee to see their abilities
- Provides support, is impartial, listening not telling them what to do
- Role model- sharing experience
(Scottish Mentoring Network)

The Mentoring Relationship is:

- Built on Trust
- Mutual Respect
- And focused on development

Working with Mentees (big picture, remaining slides go into more detail)

Role of a Mentor

- Coaching—coming alongside another person and helping them think about goals and how to get there
- Remember that you represent your institution
- Build Trust but establish limits: Know and establish what you can and cannot keep confidential:
- You must disclose information if this student or someone near them is at risk of harm
- You must also disclose information if this student reveals a disability that has not been disclosed officially
- Always feel freedom to take an upset student to student services
 - Remember that you are not a counselor
 - You are also not an academic advisor
 - Do not give advice on work not yet submitted
 - Do not give written feedback
 - Feel free to advise on work that will not be marked
 - Try to refer students back to their tutors or module coordinators
 - Help get the resources the student needs, including English as a Second Language, Student Services, Academic Support, etc. **KNOW THESE CONTACT NUMBERS BEFORE YOU MEET**
- Respect Time
 - Model punctuality, responsibility, and consistency
 - Also, try not to schedule something right after your meeting time with your mentee so that you are not rushed or constantly looking at your watch/phone
- Consider Difficult Situations

- Avoid meeting in completely private places (i.e. where you are the only ones in a building)
- Know where the exits are in the rare case that a student becomes violent
- Ideally, meet somewhere you are visible or could be visible at any time (choosing a room with a window in the door, or meeting in a public place like a coffee shop, a library cafe, etc.)
- Ask what the mentee prefers if you were to see each other in public—do they want you to acknowledge them? What about social media friendships, contact?
- Avoid physical touch unless you have asked your mentee (i.e. “you seem upset, can I put my hand on your shoulder?” “this is our last mentorship meeting, can I give you a hug?”). We would suggest keeping this minimal throughout the duration of the mentoring relationship since this minimalism will reinforce that this is not a friendship, even if it is a friendly relationship.
- Reflect on your body language
 - What are you communicating non-verbally?
 - Be aware of body language and avoid crossed arms, lack of eye contact, being distracted with your phone, etc.
- Focus on Support and Encouragement
 - Value the opinion of the mentee
 - Non-judgmental and open-minded support
 - No ulterior motive (don’t want to mix with other role—especially if academic role is involved)

Setting Boundaries

- Boundary Setting for the Mentor:
 - Establish these early—as much as future meetings can be scheduled (including time and place) the better
 - This is different from a friendship as the mentor is taking a directing and guiding role for the mentee
 - Share as much or as little of your personal story as you are comfortable sharing
 - Remember that you also represent the organization within which the mentorship scheme is operating
 - Start and end on time

Asking Questions:

- Ask open-ended questions so that the awkward silence is lessened
- Try to ask challenging questions where possible
- Help the mentee know it’s going to be ok, and often this is supplemented by your own story regarding frustrations, setbacks, or obstacles
- Try to ask questions which aren’t leading or implicitly advice-giving
- When moving from one topic to another, try to summarize what you have understood the mentee to be saying, even so they can hear back their own thoughts in another person’s voice

- Help the mentee think through options and possible solutions so that you are focusing on the mentee not the problem:
 - Ask questions like, “If you were hearing someone else share this, how would you advise them?”; “If you could boil down the problem into one sentence, what would it be?”

What will I do in my First Session?

- 1) Break the ice—get to know you, start the relationship, ask a fun question, share some of your story, etc.
- 2) Ask what they hope to accomplish over the course of the mentorship relationship, including what topics they might want to cover, what goals do they want to accomplish, etc.
- 3) Regarding their goals, how will these be measured?
- Setting an agenda can also lessen the anxiety about a meeting:
 - 1) What is the main thing they want to talk about today? 2) Review what you talked about in the last meeting and any actions that were taken since then.
 - 2) What is the new business they want to address?
 - 3) What actions can they try to implement before you meet again?

What will I do in my sessions after our first meeting?

- See the slide on “a typical mentoring meeting”
- Try not to focus on the past, but help the mentee to feel empowered in her present and to think through manageable steps to move forward toward her stated goals
- Listen to the mentee and ask open-ended questions to help them think through solutions to their problems
- Offer your own story where helpful
- Help the mentee to hear their own voice, sometimes just talking out loud can help them figure out what their next steps could be.

<p>Low Challenge/High Support</p> <p>Often mentor relationships begin here Building rapport Helping mentee feel safe and supported</p>	<p>High Challenge/High Support</p> <p>Where the mentor relationship hopefully develops Fostering the mentees agency Meetings are purposeful Goals are being set and actively being pursued from meeting to meeting</p>
<p>Low Challenge/Low Support</p> <p>[Avoid] Mentoring feels frustrating One or both partners are consistently late, miss meetings, or are indifferent</p>	<p>High Challenge/Low Support</p> <p>[Avoid] Mentor is judgmental, unfriendly, and undermines the mentees confidence</p>