**Mentoring Definition**

**Mentoring is a …**

… Two-way interactive process of communication, facilitation, and discovery *(this is what we are doing)*

* Mentoring happens between **two people**.
* Both parties are **willing** participants.
* The process is **safe and predictable**; sharing a common terminology and both people learning.

… Method of building Courage, Self-esteem, responsibility, and cooperation through self-assessment, disclosure and feedback. *(this is how we’re doing it)*

* **Courage** enables people to take known risks.
* **Self-esteem** builds on personal strengths, enables people to excel.
* **Responsibility** encourages decision making and accepting consequences.
* **Teamwork** recognizes that people succeed through others.
* **Self-assessment** is an internal evaluation and feedback process to identify and build strengths and address areas needing improvement.
* **Disclosure** reveals a part of self previously unknown to the other, establishes professional *intimacy* enabling the relationship to thrive.
* **Feedback** provides another person’s perspective on performance.

… Commitment to superior performance, sustained improvement, and positive relationsips. *(this is why we’re doing it)*

* **Superior** performance is the goal of mentoring and coaching.
* **Sustained**, ongoing improvement – we can always improve.
* **Commitment** to positive relationships underlies the mentoring and coaching philosophy; people truly are the most valuable asset of an organization.

**Mentoring/Coaching**

**1-on-1 Meeting Notes**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* **Recent Successes!** (Prouds/Accomplishments)

Feedback (Mentoring/Coaching) Process

Ask – What went well?

Get specifics – What they did? What was effective?

Give additional feedback (same format)

* **What things did not go as well as desired?**

Ask – What would you do differently?

Get specifics – What was done? What alternatives could you consider? Why alternative might be better?

Give additional feedback (same format)

* What can I do to help you?

Notes:

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Action Items:

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