



Humanitarian
Leadership
Academy

How to have a Mentoring Conversation

A mentor is an expert who provides wisdom and guidance based on their own experience, by advising, counselling, or coaching. It is recommended to have a have mentoring conversations every 4 to 6 weeks.



You can help your mentee **set the direction of the mentoring relationship** by asking the following questions:

What do you value in life?

What aspects of your developmental plan may be relevant to me as your mentor?

What challenges are you facing in your current role?

What transitions are you moving through that you would welcome support with?

You can **check your mentee's focus** and ensure no time is wasted working on the wrong topics and themes by asking:

What will achieving this objective or goal do for you?

What will it do for your team or your organisation?

How much will achieving this objective or goal matter in a year's time?

How important is it compared to other objectives or goals?

Is it really your objective or goal, or one imposed on you?



Check-in at the start of each meeting

Start by re-establishing your rapport and feeling comfortable together.

Follow-up on commitments and actions from the last session.

Your mentee can then share recent challenges, opportunities, and successes.



Checking-in questions

How are you today?

What's on your mind?

Any reflections/ follow up from last time?

What has happened since our last conversation?

What is on the agenda today?



You should feel free to share your own experiences and anecdotes with the permission of your mentee.

You should support, listen, challenge and only guide and provide advice at the request of your mentee after gaining some insight into the issues being discussed.

Encourage self-management

Your role in the relationship is not to create dependencies by dictating problem-solving techniques and decisions to the mentee.

You should encourage your mentee to manage the achievement of their objectives themselves and provide their experience as a source for ideas, letting them choose and decide what works for them.



Check-out and next steps

Clarify any commitments made and anything that needs follow-up.

Ensure you review both the process and outcomes from the session.

Checking out questions

What do you and your mentee want more or less of for next time?

Where are we (building rapport; setting direction; progression through the mentee's objectives; winding up the relationship...)?

What are the main learning and action points from the meeting?

Provide feedback to each other on what has been appreciated during the meeting.

Do we want to organise the next session?



For more resources on mentoring, visit

ngocoachingmentoring.org

coachmentoring.co.uk

humanitarianleadershipacademy.org