

**Illinois Arts Alliance  
Facilitated Mentoring Program  
Mentee Training & Orientation outline**

- I. Group member introductions** **20 minutes**  
(including mentoring history and goals for the program)
- II. Program overview** **15 minutes**
- Program history and context
  - Program goals
  - Program timeline
  - Expectations of mentors and mentees
- III. Preparing for a successful mentoring relationship** **20 minutes**
- a. This is a mentee-driven relationship. Expect to set the agenda and do the work of moving it forward.
  - b. Articulate clear, attainable goals and objectives.
    - How have you done that already?
    - How can you further refine and continue to develop goals as your relationship progresses?
    - Reality check: is it realistic to expect a mentor to help you with these goals?
      1. Resist idealizing your mentor – they are humans with strengths and weaknesses who may not know everything you want to learn.
  - c. Identify potential obstacles
    - Aside from gaps in your skill set, what obstacles do you anticipate in working toward your goals?
    - Are there bad habits or gaps in your communication skills that may impede your progress? How will you discuss these with your mentor and address them during your work together?
  - d. Identify your preferred learning style and communicate this to your mentor.
    - Be prepared to learn from someone with a different style.
    - What adjustments can you make to effectively learn in this situation?
    - What can you ask of your mentor to make learning from them more successful?

## Mentee Training & Orientation outline

### IV. Cultivate good mentee practices

15 minutes

- a. Ask good questions and ask them frequently
  - You probably practice this already – how?
- b. Practice deep listening
  - Listen for context and for central ideas
  - Be aware of any internal triggers that may affect how you hear the message
- c. Develop trust within the relationship by being dependable
- d. Engage fully in the relationship
  - Don't let intimidation or awe prevent you from asking pertinent questions or taking risks
- e. Proactively work to resolve differences
  - Practice assertive communication skills (“I” statements, soft responses, etc.)
  - Avoid unspoken assumptions by explicitly state expectations and goals
- f. Capture and internalize your learning
  - Regularly review what you've learned and how you plan to apply it.
    - How do you do that now?
  - Share your discoveries with your mentor – great way to affirm that they are helping and encourage their continued investment in you.

### V. Mentoring relationships

15 minutes

- a. Attributes of successful relationships – both parties:
  - Take initiative and risk
  - Create an environment in which it is safe to fail
  - Agree on mutually developed goals
  - Deal effectively with unmet objectives or expectations
  - What attributes have you experienced in successful relationships?
- b. Mentoring relationship lifecycles & disengaging
  - Lifecycle of a mentoring relationship
  - Disengaging can be a time for celebration of what you've learned and the investment your mentor has made in you.
  - Troubleshooting – what if something goes wrong?

## **Mentee Training & Orientation outline**

1. What steps can you take to address unmet expectations or a situation that is uncomfortable?
2. If you've witnessed or been part of a difficult mentoring "break-up", what could have been done differently to make the separation less painful?
  - Have you participated in or witnessed the ending of a relationship that you felt was particularly successful? What made the ending as positive as it was? How did the participants plan for that end?

### **VI. Review of available resources for mentors and mentees      5 minutes**

- Reading list & IAA website
- Evaluation and staff check-in schedule
- Semi-annual group gatherings

### **VII. Check-in re: goals. Are they any different now?      20 minutes**

How will you approach your first few meetings with your mentor to ensure those goals are met?

### **VIII. Questions and evaluation      15 minutes**