



# **Mentorship Program Kickoff**

**New to In-house Affinity Group**

**February 28, 2022**

# Agenda

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1. Defining Mentoring
2. Phases of the Mentorship Program
3. Mentoring Foundations
  - a. Social Identity Map
  - b. Current State Evaluation
  - c. Define Goals
  - d. Establish Action Plan

# 1

## Defining Mentoring

# Difference Between Sponsorship, Mentorship & Coaching

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## MENTOR

Someone who formally or informally helps a Mentee navigate his/her career and provides guidance on career choices and decisions.

## SPONSOR

Someone who uses his/her influence to help an individual obtain high-visibility assignments, promotions, or jobs.

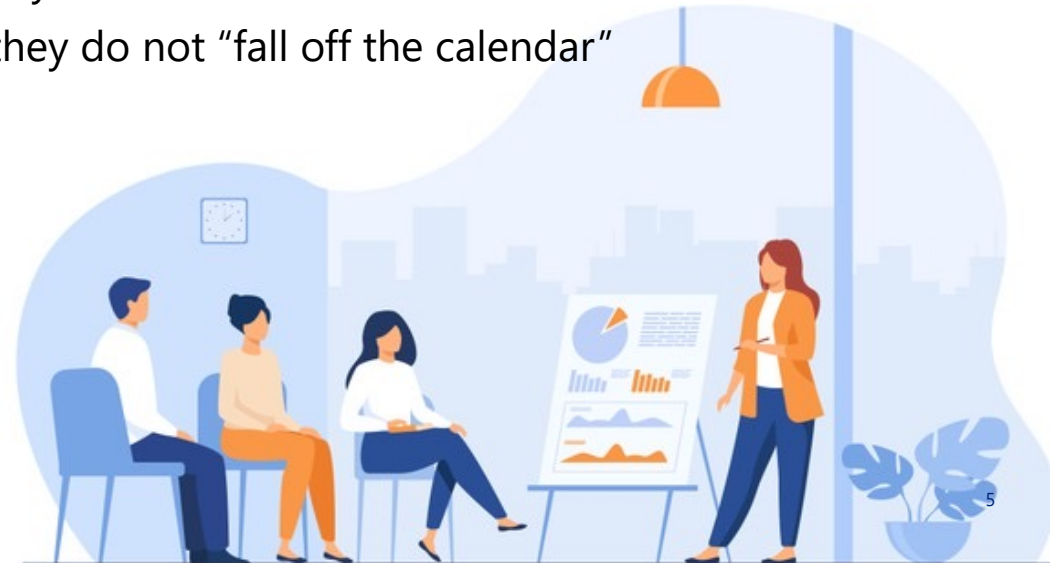
## COACH

Someone who provides guidance for another's development, often focused on soft skills (e.g., active listening) rather than technical skills (e.g., financial acumen).

# Pillars of a Successful Mentee

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- Take time to think through your goals and aspirations
  - Setting realistic skill-driven goals
  - Focus on discreet targeted areas rather than trying to boil the ocean
  - Ensure goals are realistic for timeframe
- Be open and entering relationship unguarded
  - Listen, understand and absorb feedback, whether positive or constructive
- Drive your development and avoid “it’s-good-for-you” goals
- Manage time with your mentor wisely
  - Schedule check-ins ahead so they do not “fall off the calendar”
- Stay positive and engaged



# Being a Successful Mentor

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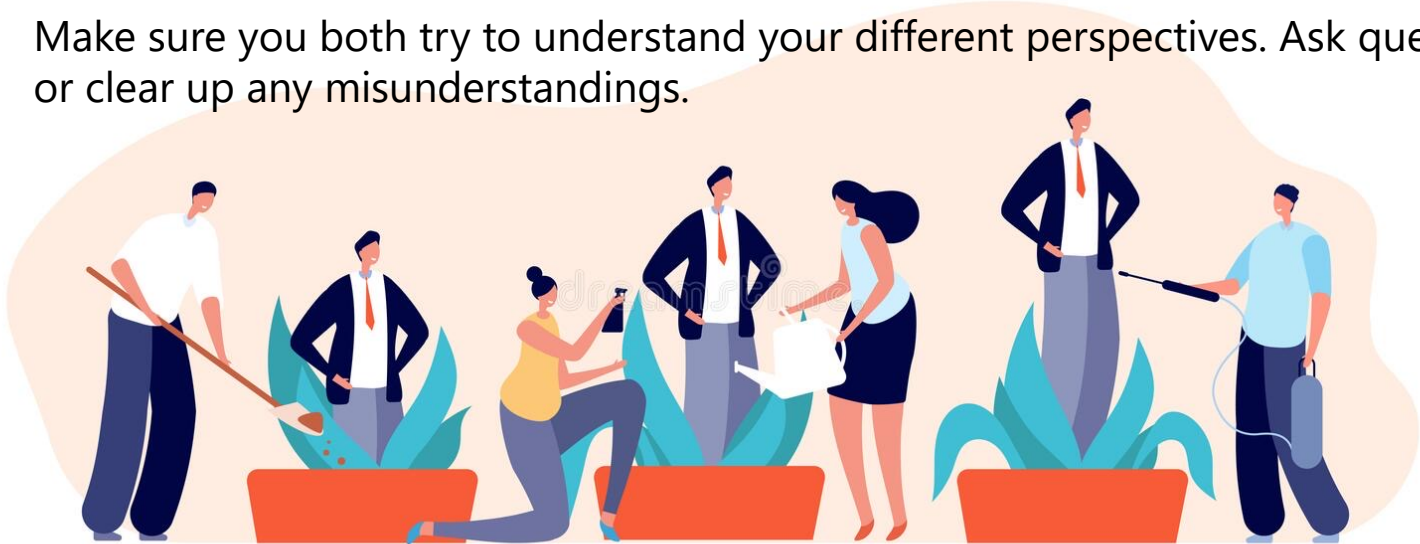
- Make time for your mentee
- Set a foundation of trust and maintain confidentiality
- Listen intently
  - understand the goals and aspirations of your mentee to be able to provide the best guidance, advice and feedback
  - Do not make any assumptions about your mentee, rather, ask open-ended questions to gather insight
- Explain your role as a learning facilitator
- Make it personal and share your own experiences
- Challenge your mentee to step outside of his/her comfort zone.
- Hold your mentee accountable to accomplish his/her goals.



# Mentorship Best Practices

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- Set expectations together
  - Determine what you both would like to get out of this relationship (goals) and discuss them collectively
- Talk through your calendars and set up future dates to meet
  - Planning in advance helps keeping you both accountable.
  - Discuss where to meet and how frequently you want to get together.
- Communicate
  - Building honesty and trust is essential to a successful relationship.
  - Make sure you both try to understand your different perspectives. Ask questions or clear up any misunderstandings.



# Why Mentoring Matters

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71% of major companies know  
that people with mentors  
do better at work



# Positive Impacts of Mentorship

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## MENTEE

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- Increase visibility within the professional community
- Develop skills that support advancement and career growth
- Prepare for complexities of new roles and assignments
- Help overcome the “double bind”



## MENTOR

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- Shape next generation of leaders
- Expand leadership competencies
- Increase personal and professional satisfaction
- Boost organizational commitment
- Gain valuable insights, learning, and feedback
- Broaden network and access to information

# Types of Mentoring Relationships

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Formal  
Mentoring



Informal  
Mentoring



Situational  
Mentoring



Reverse  
Mentoring



# Mentoring in a Virtual World

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- Make things informal and incorporate your regular routine
- Share and distribute resources afterward
- Be considerate about timing and schedule
- Be prepared for distractions that may come up
- Experiment with different kinds of communication options
- Use empathy to communicate effectively
- Emphasize connection tools and technology



# 2

## **Phases of the Mentorship Program**

# Mentorship Program Phases

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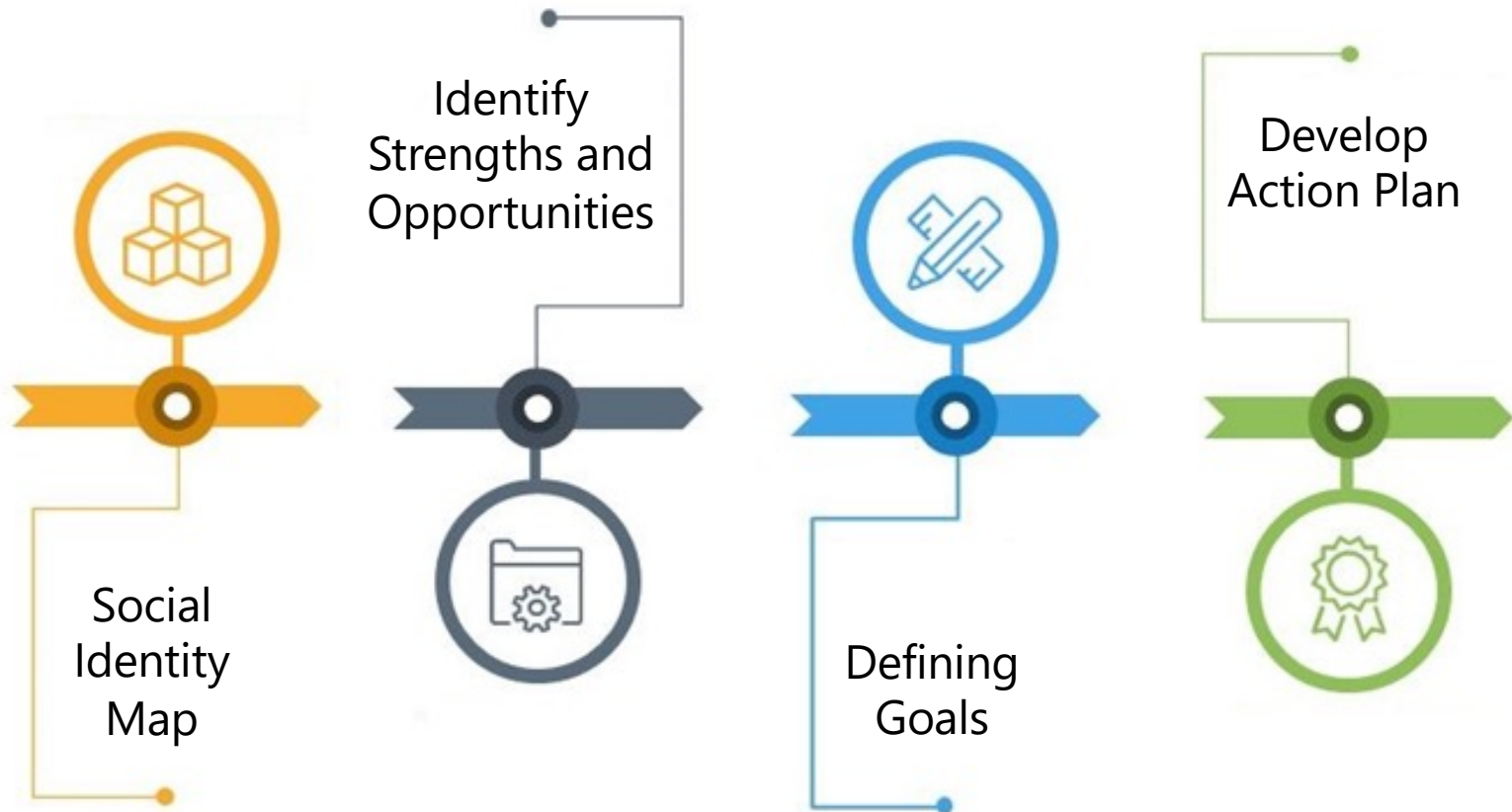


# 3

## **Mentorship Foundations**

# Guide to Your First Meeting

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# Social Identity Map



# Culture and Social Identity

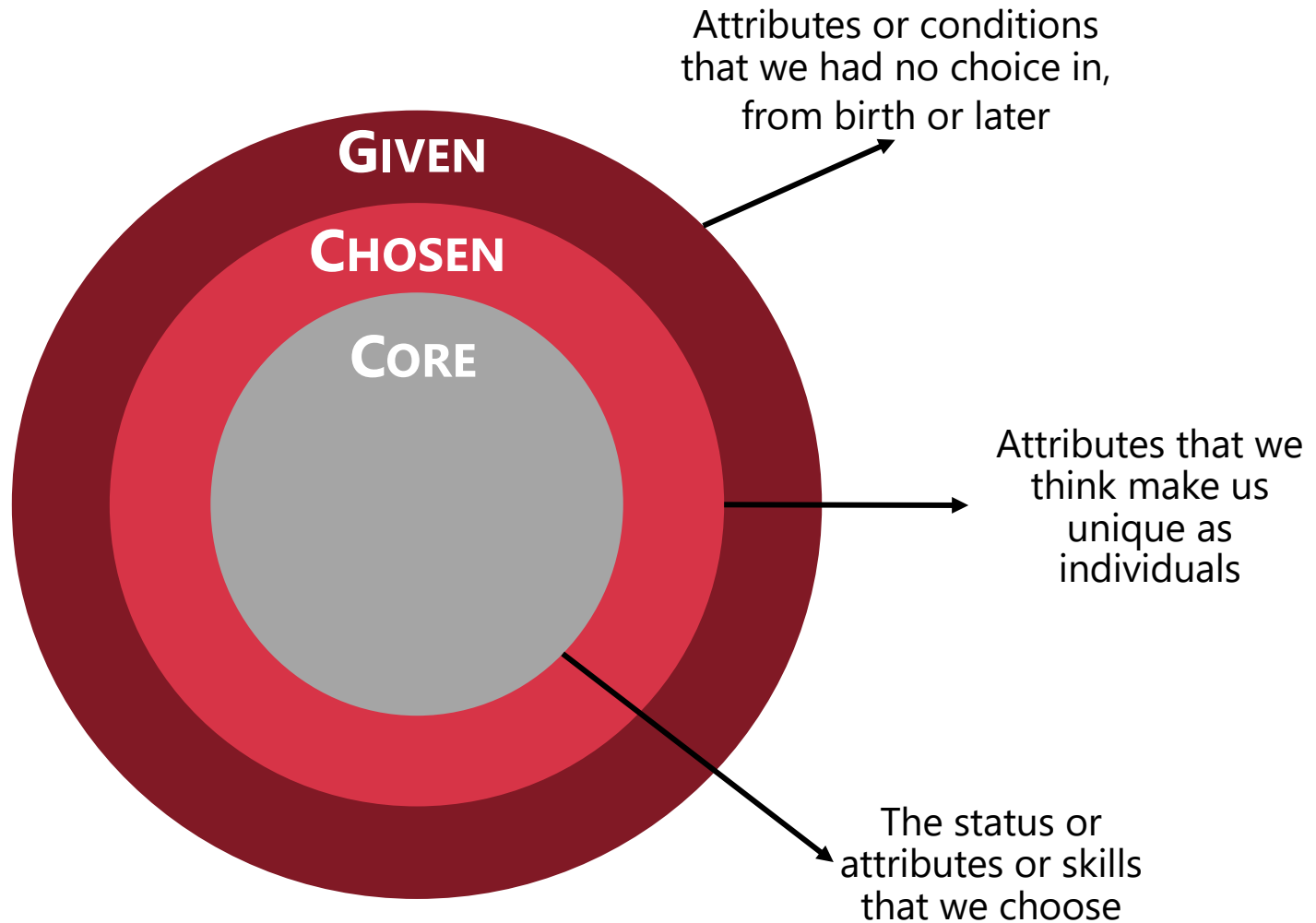
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- We all have multiple identities
- It's human nature to want to “fit in” as well as to be unique
- Some identities are visible, others are less apparent
- Some identities are accepted, some are taboo
- You continually gain, lose, or change certain aspects of your identity, while others are fixed
- Context affects which identities are most important, helpful, or harmful



# Identity Layers

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**b**

**Evaluate  
Current State**

# Evaluate Current State

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- Review Mentee's Intake Questionnaire that will include:
  - Educational and professional background
  - Professional highlights
  - Identification of strengths and areas of development
- Establish expectations for the program
- Share hobbies/interests outside of work



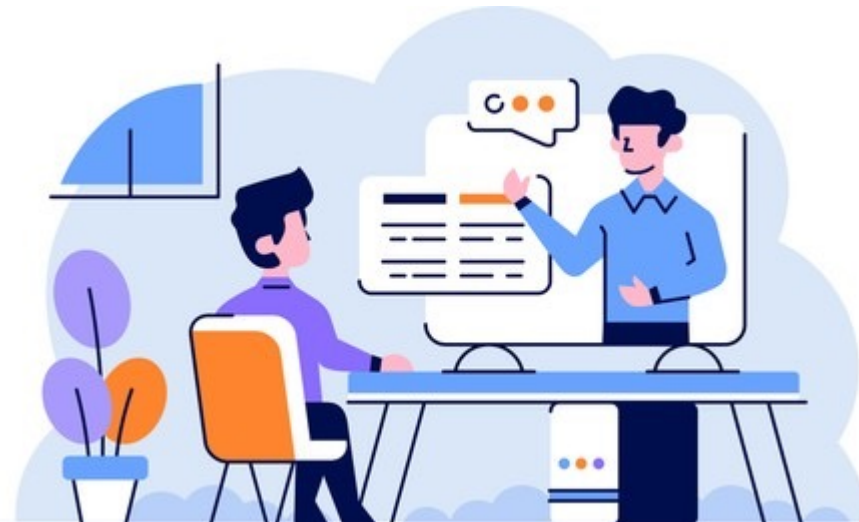


# Define Goals

# Goal Expectations

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- Define short-term goals (to be achieved within 1-2 years) and long-term goals (to be reached within 2-5 years)
  - Goals should be narrow and well defined
  - The short-term goals should support and be aligned with long-term goals
  - Short-term goals should be skilled focus (rather than outcome focused)
- Decide whether to focus on one goal at a time or to advance work on multiple goals simultaneously



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# **Establish Action Plan**

# Phases of Development

**Define Goals**

1. **GOAL IDENTIFICATION PHASE:** Establishing goals to reach your career aspiration focusing on skills.

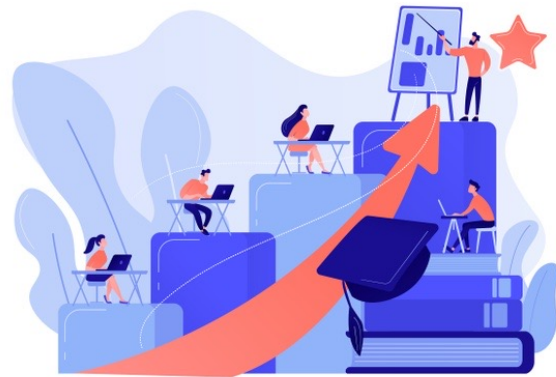
2. **DISCOVERY PHASE:** Identifying knowledge gaps and what needs to be learned to achieve the identified goals.

3. **LEARNING PHASE:** Fill the knowledge gaps via i) individual learning, (ii) peer learning, and / or (iii) facilitated learning

4. **SHOWCASING PHASE:** Seeking opportunities to showcase newly acquired skills.

5. **EVALUATION PHASE:** Reflecting on lessons and knowledge learned.

**Plan & Discover**



**Learn Skills**

**Share Knowledge**

**Evaluate**



# Goal Action Plans

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DEFINING GOALS	
Short Term Goals (to be achieved within 1-2 years)	
Long-Term Goals (to be achieved within 2-5 years)	

GOAL ACTION PLANS	
[Enter Goal Identified Above]	
Phase	Defined Actions
Discovery	
Individual Learning	
Peer Learning	
Facilitated Group Learning	
Showcasing	
Evaluation	



# Mentorship Program Kickoff

## **New to In-house Affinity Group**

- Co-Chair: Anna Blackwelder
- Co-Chair: Kurt Meyers
- Jessie Basner
- Mary-Karen Bierman
- Jamila Granger
- Pamela Hutson
- Mike Kolloway
- Parrish McCormack
- Mary Fletcher Mullikin
- Alex Neal
- Burton Powell
- John Price
- Megan Scholz
- Makila Scruggs
- Pax Sinsangkeo
- Emily Storment
- Michael Todd