



MENTORSHIP PROGRAM EDA MENTORSHIP GUIDE

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Initial Interview Questions

Mentorship can be a very rewarding experience if you start the process on the right foot. Take time to discuss expectations on both sides and realistic goals that you can both live up to. The following are some questions to help you at the onset, allowing you to get better acquainted with each other.

1. What are you looking forward to in this mentoring relationship?
2. What do you see are your strengths?
3. What do you perceive are areas for improvement?
4. What areas would you like to see worked on in this mentoring relationship?
5. Are you able to prioritize those things to work on so that areas most important to you are addressed early in the relationship?
6. Are you familiar with your learning style? What are the best ways for you to learn new information?
7. Are you comfortable with seeking our experiences that may be out of your current comfort zone in order to build confidence in areas of improvement?
8. Tell me about your current job and responsibilities.
9. What are the most challenging things about your job?
10. What are the most exciting things about your job?
11. Where do you see yourself in 5 years? 10 years?
12. What motivates you? What stresses you?
13. What do you do in your spare time?
14. Anything else you want to share?

Discovery Questions

1. What did you learn from this?
2. If you had it to do again, what would you do?
3. What worked best?
4. What advice would you give someone else just starting the same project?
5. What concerns you?
6. What are your ideas?
7. What would happen if you did _____?
8. What scares you about this?
9. Tell me three things that you would consider in making a decision on that.
10. What are you most comfortable with?
11. What conclusions can you draw from the experience?
12. What is your reasoning?
13. What did he/she do to help the most?
14. Give me two alternative ways of thinking about this.
15. If he/she says this, what could you say back?
16. What else could you have done?
17. What is most important to you?

Empowering Questions

1. What outcome are you looking for?
2. What will you do first?
3. What must you do to make that happen?
4. How will you begin?
5. How will you know when you have it?
6. Who else needs to know this?
7. What resources do you have/need?
8. What is the risk of doing this? Not doing it?
9. How might you get in your own way?

Key Factors to a Successful Mentorship Experience

- **Strive for Mutual Benefits**

The relationship should be defined from the beginning as mutually beneficial. Each participant has committed to the relationship by choice. Each should openly share his or her goals for the relationship and work collaboratively to help achieve them.

- **Agree on Confidentiality**

Maintaining an environment of confidentiality is a critical component in building trust between the participants. Without a mutually understood ability to speak freely as the situation warrants, the relationship is unlikely to reach its full potential.

- **Shared Commitment**

It is essential that both the mentor and mentee be fully committed to creating a meaningful and rewarding experience for both parties. Ensure you have time set aside in your calendars for your participation in the Wisdom Mentoring Program. Mentors and mentee are asked to:

- ✓ Arrive on time and commit to the full meeting;
- ✓ Be fully attentive and respectful of other each other;
- ✓ Actively engage in the conversation.

- **Commit to Honesty**

Both participants should be willing to candidly share what they expect to gain from the relationship and their vision for getting there. They should be prepared to offer frank feedback as appropriate, even if the feedback is gently critical.

- **Listen and Learn**

Mutual benefit and honesty can only be achieved when both members feel their viewpoints are heard and respected. Mentors, especially, need to remember that the relationship is not primarily about them.

- **Build a Working Partnership**

Consider structuring a working partnership that includes project consultation or active collaborations rooted in the common ground of shared professional goals. These collaborations can lead to discoveries about each participant's preferred working style, daily obligations, and professional aspirations.

- **Lead by Example**

Actions create the most lasting impression.

- **Encourage Independent Thinking – Be Flexible**

- Your mentee should not feel obligated to do things exactly the way you do things or follow your precise advice. Once mentored along their career path, your mentee may ultimately make decisions that are different from what you might have discussed.

- **Assist with Networking**

Throughout the Mentoring program you may deem it appropriate or helpful to put your mentee in contact with other key individuals who may assist the mentee in further achieving her overall career objectives.

- **Provide Honest Feedback**

Be direct, constructive and kind when making observations or suggestions. Please do not shy away from giving honest feedback but avoid being unnecessarily critical or condescending.

- **Ask for Feedback**

As a mentor you will likely have a desire to seek feedback on your performance and impact as a mentor so that your input can be fine-tuned to effectively respond to your mentee's needs and goals. Encourage your mentee to be proactive, open and honest with her feedback to you.