**Kick Starting the Administrator Mentor-Mentee Relationship**

**Mentor Reflection Journal Template**

***Important Note***: Before you start typing in this journal, please go to the File menu, make a COPY of this Journal, and then move the COPY to your own drive/folder. You can then rename it with your name, rather than “copy.”

**Part 1: Foundational Skills/Strategies/Tools**

**Attributes of Trust**

| Prompts | Reflection Space |
| --- | --- |
| 1.1 Reflection Questions:  ● What sections of the quote resonated with you the most? Why? |  |
| 1.5 Reflect on how you might broach the conversation of trust with your principal/superintendent and/or how you might use this article. |  |

**Part 2: Foundational Skills/Strategies/Tools**

**Entry Conversations**

| **Prompts** | **Reflection Space** |
| --- | --- |
| 2.1 Reflection Questions:   * How is the role of principal/superintendent different from the role of a mentor? * How is the role of principal/superintendent the same as the role of a mentor? |  |
| 2.2 Answer these response questions:   * How might this be used with your mentee? * Questions about how to use the tool? Other questions? |  |
| 2.3 Answer the following questions:   * What other questions might be important to ask? |  |
| 2.4 Reflection Questions:   * How might you use the Protocol with your mentee’s supervisor? * What additional areas/topics might you add to the protocol? |  |

**Part 3: Foundational Skills/Strategies/Tools**

**Collaborative Discussion Guide (CDG) and Facilitative Language**

| **Prompts** | **Reflection Space** |
| --- | --- |
| **3.1 Reflection Question:**  How might coaching conversations facilitate growth in new administrators’ leadership practices? |  |
| 3.2 Reflection Questions:   * How did it go? * What went well? * What might you have done differently to make the conversation better? |  |
| 3.3 Answer the following reflection questions:   * How did the activity go and implications for your mentoring? * How did using the CDG help guide the conversation? * How did pausing to ask facilitative questions affect your conversation? |  |

**Part 4: Summarize and Reflect**

| **Prompts** | **Reflection Space** |
| --- | --- |
| 4.1 Answer the following questions:   * What are 2-3 key takeaways/learnings from this online module? * What are your next steps in preparing for your first/next meeting with your mentee? |  |