

ACTIVITY: Steps for Mentoring

Directions

As the group reviews the steps for mentoring together, take notes for yourself.

Step 1 *Before the Session*

Notes

- **Set up for success:**

- Ask the mentee what you should watch for
- Share that the session is about skill development, not criticism
- Find a spot out of the participant's line of sight
- Ask permission of the participant

Step 2 *During the Session*

- **Observe:**

- Watch for the participant-centered skills the staff is using
- Take notes on specific examples and statements that work well
- Take notes on positive physical or verbal responses from participants
- Observe possible missed opportunities

Step 3 *After the session*

- **Encourage self-assessment:**

- Ask what went well
- Ask what the mentee would have liked to be different
- Ask permission to share feedback
- Offer feedback with specific examples

- **Affirm and summarize:**

- Affirm strengths and express confidence
- Summarize the session
- Arrange follow-up
- Thank them for allowing observation