



Steps for Successful Mentorship

A mentorship relationship has the potential to provide the mentor and mentee with professional and personal growth. Going into it with an awareness of the possibilities, and having a framework to work with, increases the likelihood of a successful situation for all parties involved. This guide is a brief version of a longer document created by the Coaching Association of Canada that can be found on the Rowing BC website.

Use this guide to remind you of the important steps to take in the process. The final two pages include reports to complete at the beginning and end of the mentoring process. Use the parts that are relevant to the situation, but feel free to change things when needed.

- Assess Readiness
 - Understanding what the mentorship involves
 - Consideration of fit for mentoring
 - Determination of motivations for engagement
- Prepare
 - Self-assessment and awareness building
 - Training on how to be an effective mentee/mentor
 - Connecting mentees and mentors
- Set the Stage
 - Vision and goal setting
 - Clarifying roles of the mentee and mentor
 - Developing a mentoring plan
- Develop Together
 - Implementing the mentoring plan
 - Regular check-ins
 - Ongoing reflection and assessment
- Wrap Up
 - Assessing goal achievement
 - Sharing of success with others
 - Celebrating success and the mentorship experience
- Evaluate and Plan Next Steps
 - Evaluating effectiveness of the mentorship
 - Planning next steps in career advancement



Assess Readiness

The Decision to Mentor

What motivates you to become a mentor (please check all that apply)?

Coaching skill development

- Opportunity to share your expertise
- Recognition of a perceived need for mentoring of coaches
- Opportunity to acquire a fresh perspective
- Opportunity to network with other coaches
- Rewarding activity that contributes to the organization and profession
- Other: _____

Personal growth §§

- Interest in enhancing social relations with women in coaching §§
- Benefitted from mentoring in the past §§
- Desire to identify and develop new coaching talent §§
- Interest in developing own coaching and leadership skills

Please elaborate on your reasons for wanting to become a mentor:

What would you like to achieve as a mentor?:

What expectations do you have coming into the mentorship relationship?:

What will make you feel this experience was worthwhile for you as a mentor?



Getting Prepared

My Coaching Philosophy

A coaching philosophy is a set of values, principles, and beliefs a coach possesses that governs why you do what you do and how you behave in the context of your role as a coach. Articulating your coaching philosophy will help you determine the approach you will take to advise and guide another coach and find a good fit with a mentee.

Please use the prompts below to articulate and develop your coaching philosophy.

As a coach, what is most important to me is...

My main objectives as a coach are to...

My coaching values, principles, and beliefs include...

The reasons I coach and do what I do include...

Get Feedback

Learning about your own skills requires that you consider the views of others. Find people who have worked with you in different capacities and ask them how they would rate:

- Your time management skills
- Your ability to manage administrative duties
- Your ability to balance personal and professional obligations
- Your abilities around with new learning
- How often and how effectively you seek feedback
- Your participation in professional development
- Your ability to set goals for learning and development
- Your ability to seek support from others
- How you advocate for issues of importance to you
- How you interact with other professionals
- The effectiveness of your communication
- Your ability to resolve differences of opinion



Use this feedback to direct you. The mentor I want to be is....



Setting the Stage - once mentor and mentee are paired

In order to develop a vision

- Build rapport and learn about one another
 - Ask questions about coaching goals and motivation
 - Ask about previous influences in coaching
 - Find common interests
- Explore reasons for one another's interests, values, aspirations
- Seek consensus on a common vision
- Assess feasibility and alignment between the common vision and the personal interests and needs of you and your mentee
 - Write a vision statement together with mentee that creates:
 - Personal and professional growth of your mentee
 - Development or expansion of skills and proficiencies
 - Excitement and motivation
 - Connection with mentee's interests, needs, and ambitions
 - Connection with your interests, needs, and ambitions
 - Clear and concrete measures to indicate achievement
 - A positive tone
 - A realistic picture of what will be accomplished
- Create SMART goals in these categories - learning, performance, process, outcomes
- Clarify your roles as mentor and mentee - this includes appropriate boundaries

Developing Together - this is the bulk of the mentorship - implement the plan and assess

For high quality reflection

- Be consistent in engagement throughout mentorship experience
- Make a connection to specific mentorship goals
- Find the relevance of experiences to the broader purpose of career advancement
- Provide guidance through structured activities and discussion with your mentee
- Think about Modelling, Counselling, Acceptance and Confirmation, and Friendship
- Discuss Conflict and Challenges in an effective way



Wrapping Up - close the mentorship relationship

Assessing personal and professional development - Use the Final Report

- Review all goals from the Mentorship Plan
- Review Skills Growth
- Celebrate! Choose something that appeals to both mentor and mentee and focus on the successes.

Evaluation and Planning Next Steps - evaluate how the process has shaped you and the mentee

How did you as a mentor do?

- Were you prepared and punctual?
- Were you consistent with engagement and feedback?
- Did you communicate well?
- Were you active in the process?
- Did you use lessons learned from your mentee in your own work?

How did your mentee do?

- Were they prepared and punctual?
- Were they inventive and creative?
- Were they able to use critical thinking and objectivity?
- Did they take feedback well?
- Did they navigate barriers?
- Did they take advantage of opportunities?
- Were they motivated?
- Did they demonstrate teamwork, collaboration, work habits, work/life balance?

Provide feedback to Rowing BC about the program:

- What parts of the guides were useful/not useful?
- What would you like to see added?
- How was the fit between you and the mentee?
- Did participating as a mentor create personal and professional growth for you?



Mentorship Plan

Mentor:	Mentee:	Date:
Common vision:		
Timeline: Length of partnership:	Frequency of meetings:	
Communication preferences:	Email:	Phone:
Meeting times:	Weekday availability:	Weekend availability:
Guidelines for partnership:		
Expected behaviours of mentor:		
Expected behaviours of mentee:		
Mentor's needs:		
Mentee's needs:		
Roles and responsibilities of mentor:		
Roles and responsibilities of mentee:		
Strategies for managing conflict if it arises:		
Goals of Mentorship Experience:		
Learning goals:		
Performance goals:		
Process goals:		
Outcome goals:		
Potential roadblocks:		
Comments:		
Signatures:		
		Date:



Final Assessment for mentor

Goal:	Achieved?	Evidence:
Goal 1		
Goal 2		
Goal 3		
Goal 4		

Skill category:	How have you improved?	Areas for growth:
Leadership		
Promoting self-directed learning		
Teaching through questions		
Showing enthusiasm		
Being Open-minded		
Building coaching community		
Building mentee's coaching community		
Utilizing collaborators		
Appreciating differences between mentor and mentee		
Showing empathy		
Celebrating mentee achievements		
Being conscious of mutual learning		
Giving difficult advice		
Evolving your mentoring strategy		