

# Mentoring **Guide**

<b>ORIENTATION</b>	<b>TECHNICAL SKILLS</b>	<b>INTERPERSONAL SKILLS</b>	<b>CAREER PATH</b>	<b>RÉSUMÉS</b>
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This guide is an example of five one-hour sessions that you can use for guidance. These sessions are not required and should be viewed as conversation starters instead of scripted meetings.

[pncwa.org/syp-mentoring](http://pncwa.org/syp-mentoring)

PNCWA Student & Young Professionals Committee

# PNCWA Mentoring Guide

*You have been selected to be either a mentor or a protégé. So, what next? In some respects, that is up to the individual teams, however we would like to share some suggestions and helpful tips to help guide your efforts. The suggested commitment to this program is for at least six hours over the course of the year.*

*As you embark on this program, please keep two things in mind: 1) all participants are volunteering their time and 2) this is designed to be a major benefit to being a PNCWA member – so seize the opportunity to participate and gain an increased knowledge of the industry and your colleagues.*

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## 1 – Orientation

**Preparation:** Both members bring a short list of three things they would like to gain from the partnership.

### **Meeting:**

- 15-20 minutes: Spend some time getting to know the other member of your team, both professionally and personally. Share education, background, and career information, as well as hobbies and interests. Spend some time discussing current work and interesting details.
- 10 minutes: Go over the lists members have prepared. Discuss why each goal was selected.
- 10 minutes: Mentor shares details of career: education and entry to the industry, previous jobs or positions, drivers which helped to push career to current situation, major obstacles and solutions, plans for future.
- 10 minutes: Protégé shares similar details, as well as focusing on two or three possible career paths and why they are appealing.
- 5-10 minutes: Plan for next meeting and goals for that meeting.

## 2 – Technical Skills

**Preparation:** Protégé prepares list of current skills; mentor obtains or prepares a sample job description with a desired skills list. If the members are in different fields, discuss ahead of time how this might be approached for maximum benefit.

### **Meeting:**

- 10-15 minutes: Get to know your team member. Follow up on current events from the last session and new details of each member's affairs.
- 5-10 minutes: Protégé presents skills list to mentor. Treat this as an honest appraisal of current skills – not as a sales presentation.
- 10-15 minutes: Mentor presents job description, focusing on why each skill is important and how it would be used in practice.
- 20 minutes: Identify areas where the protégé's skills could be further developed focusing on developing existing skills and also new areas to focus on. Develop 3 or 4 concrete ideas for building skills.
- 5-10 minutes: Plan for next meeting and goals for that meeting.

### **3 – Interpersonal Skills**

**Preparation:** Each team member prepares a short story about an amusing or entertaining work situation. This session is to highlight the importance of relating to colleagues.

**Meeting:**

- 10-15 minutes: Get to know your team member. Follow up on current events from the last session and new details of each member's affairs.
- 5 minutes: Members share their stories.
- 10-15 minutes: Mentor presents examples of interpersonal skills (speaking, professional relationships, phone skills) and how they are critical to functioning well in the industry.
- 20 minutes: Protégé provides a summary of skills, and identifies one he or she would like to bolster. Together the team develops a plan for the protégé to follow to develop the selected skill.
- 5-10 minutes: Plan for next meeting and goals for that meeting.

### **4 – Career Path**

**Preparation:** Both team members prepare 1 year, 5 year, and 10 year goals.

**Meeting:**

- 10-15 minutes: Get to know your team member. Follow up on current events from the last session and new details of each member's affairs.
- 15 minutes: Members share their goals and discuss how they are similar and different. If desired, the mentor may share his or her goals from earlier in their career and how they were achieved or modified.

### **Career Path** *continued*

- 10 minutes: Mentor shares how previous career choices have shaped his or her ability to achieve current goals.
- 10 minutes: Team shares thoughts on how current goals can be achieved and develop an outline as to what steps would need to occur.
- 5-10 minutes: Plan for next meeting and goals for that meeting.

### **5 – Résumés**

**Preparation:** Both team members update their current résumé.

**Meeting:**

- 10-15 minutes: Get to know your team member. Follow up on current events from the last session and new details of each member's affairs.
- 15 minutes: Mentor presents his or her résumé to protégé. This should be approached as it might be in a job interview so that the protégé can observe a more experienced professional presenting his or her skills.
- 15 minutes: Protégé shares résumé with mentor, again approached as it might be in an interview.
- 10 minutes: After the presentation, mentor provides feedback on protégé's resume in general and specific areas which could be further developed, modified, etc.
- 5-10 minutes: Discuss feelings on the mentoring program and areas of strength and weakness in the format.

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