

# CSOD Mentorship Guide for Mentors

## INTRODUCTION

The materials in this guide are designed to provide mentors with :

- Practical, workable ideas and suggestions
- The information needed to completely utilize the mentoring relationship as a teaching/educational opportunity for the mentee
- Suggestions for conversation topics with your mentee

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## MENTORSHIP IN THE CSOD PROGRAMME

### WHO IS A MENTOR

Oxford Learner's Dictionary defines a mentor as "an experienced person who advises and helps somebody with less experience over a period of time."

### ROLE AS A MENTOR

Your role as a mentor in the CSOD programme is to: -

- Model consistency for your mentee and commit to regular meetings
- Jointly accept responsibility with your mentee for creating a healthy mentoring relationship
- Guide mentee in the formation of attainable goals for personal and professional development
- Increase mentee awareness of new careers and opportunities
- Encourage and support mentee to complete the CSOD curriculum programme

### KEY QUALITIES OF A GOOD MENTOR

A good mentor:

1. **Commits** to the mentorship and the mentee
2. **Builds Trust** by taking an active interest in the mentee's development
3. **Empowers** their mentee to discover and harness their own strengths
4. **Actively Listens** by being fully present during calls/interactions
5. **Empathises** and tries to view situations from the mentee's perspective
6. **Guides** mentee by exposing them to alternate approaches and connecting them with resources
7. **Respects** their mentee as a whole person and what their mentee brings to the table
8. Is **Flexible** and will adapt their approach based on the needs of the mentorship

### MENTORSHIP GOALS

As a mentor, you will demonstrate the key qualities to help your mentee achieve/grow in the following areas:

1. **Personal Development**
  - a. Empower your mentee to recognise their strengths and to grow in self-confidence.



- b. Impart on your mentee the importance of “soft skills” such as good communication, interpersonal and critical thinking skills.
2. **Professional Development**
  - a. Ultimately, the Caribbean School of Data’s mandate is to increase the employability of our students. In addition to the digital literacy skills they will gain from the course, the practical components of having a solid résumé, understanding the interview process, managing their professional social media presence, and knowing how to build and utilise their network are all important components of being job ready.
  - b. Share your career journey and guide your mentee through their own research process.
3. **Awareness of opportunities**
  - a. For some of you, your mentees may be at the point of needing or desiring to further their academic studies. You can support your mentee by helping them to identify educational programmes, practical learning opportunities, and scholarships.
  - b. An integral part of the Caribbean School of Data’s process is helping our students to reimagine what is possible. This means broadening their understanding of the potential applications of what they are learning.
  - c. Expose and introduce them to potential careers they could pursue based on their interests, strengths and skill set.
4. **Encouragement and support in completing the CSOD Program.** As a mentor, you are not required to know the course content, but to encourage and support your mentee to complete the programme.
5. **Completing the Personal Development Plan.** The final project for the CSOD programme is the completion of a personal development plan for the mentees. This plan will cover both what the mentees need to do to finish the CSOD programme successfully and then how they will utilize their training to achieve their professional aspirations.

## MENTORSHIP ENGAGEMENT DO’S AND DON’TS

(Adapted from the University of Michigan’s Rackman’s Graduate School’s Mentorship Guide)

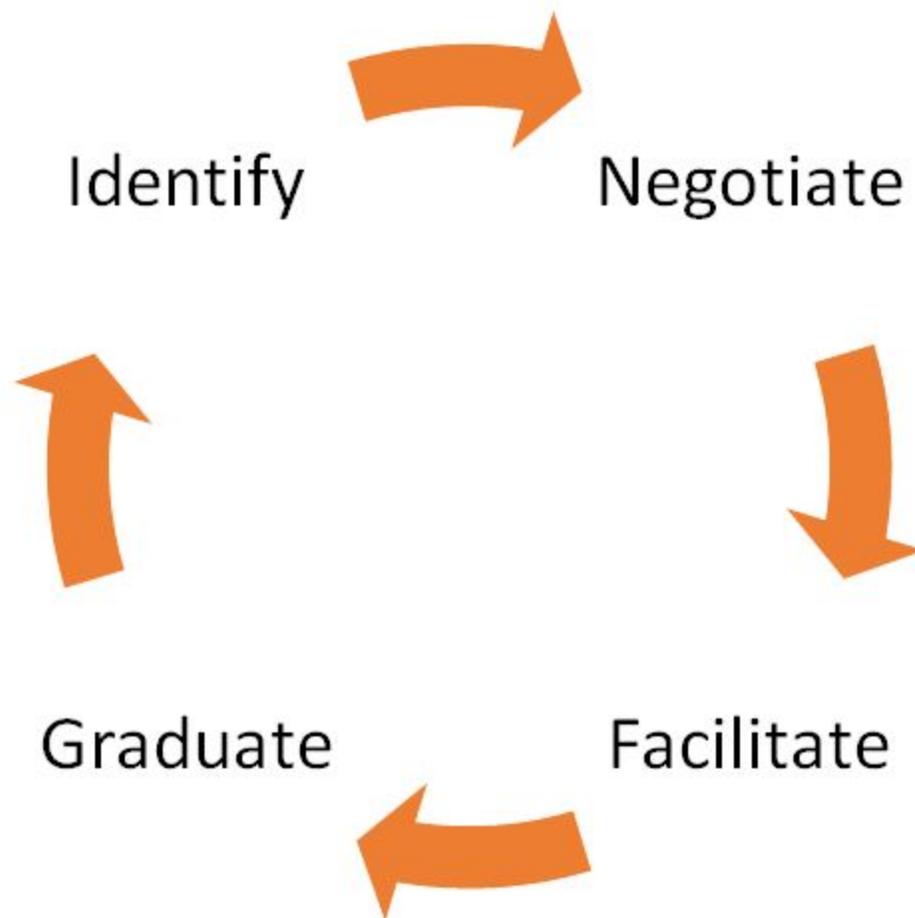
1. Be open. You will also learn from your mentee.
2. Be consistent and model consistency for your mentee.
3. Think of yourself as a “learning facilitator” rather than the person with all the answers. Help your mentee find people and other resources that go beyond your experience and wisdom on a topic.
4. Emphasize questions over advice giving. Encourage your mentee to problem-solve and find solutions for themselves.



5. That said, when requested, share your own experiences, lessons learned, and advice. Discuss that your experiences could be different from your mentee's experiences and are just examples.
6. Reach out to CSOD staff if your mentee shares something that causes you concern for their safety, well-being, or health. Or, if you are unsure about the best way to navigate a situation.
7. Engage with the mentorship community, and seek to both share with and learn from your peers.
8. There is no expectation to provide financial contributions to your mentee. Consult your mentorship coordinator before making any sizeable contributions.
9. Always consult with your mentee before posting pictures and videos of them on social media.
10. Hold yourself and your mentee accountable to the goals you have both identified
11. Be spontaneous now and then. Beyond your planned conversations, call or email "out of the blue" just to leave an encouraging word or piece of new information.
12. Enjoy the privilege of mentoring. Know that your efforts will likely have a significant impact on your mentee's development as well as your own.



## STAGES OF A MENTORING RELATIONSHIP



Like most relationships, mentoring relationships progress through stages. Your formal mentoring relationship will likely reflect four developmental stages with each stage forming an inherent part of the next:

1. **Identify** the goals of the mentorship and prepare for the commitment
2. **Negotiate** the expectations for your time together by setting goals
3. **Facilitate** the plan you have set by working toward your goals and deepening your relationship
4. **Graduate** from the formal mentoring relationship and plan for the future



The following provides an idea of what you can expect at each stage of the mentorship. Note that stages may overlap and you may find that your mentorship fluctuates between stages two and three. Additionally, each mentoring relationship is different and thus some may progress through the stages more quickly than others.

## STAGE I: IDENTIFY/CONTEMPLATE

Stage one refers to the work you did in preparing to become a mentor. You researched the programme, perhaps by attending the launch or simply by reading the material posted on the CSOD website. You then went through an onboarding process during which you learned more about what your match would entail and the programme expectations of you in your role as a mentor. Equipped with this knowledge, you then refined your preferences by completing the matching form. Let us pause here to thank you for the intentionality with which you have approached your match.

There are a few more things you should do in preparation for meeting your mentee for the first time. You will be provided with a matching profile that will share some basic information on your mentee. Review this information before you connect with your mentee. Once your mentee reaches out to set up a time for your first meeting, protect that time on the calendar, show up on time and fully present and ready to spend that time with your mentee.

## STAGE II: NEGOTIATE/INITIATE

This stage may have you feeling both excited and anxious, which is completely fine. During stage two, you will meet your mentee, exchange more information and set goals. This will be the chance for you both to understand what you are seeking from the mentorship and to set goals accordingly. Additionally, it is important to use this time to set the tone of the mentorship and agree on how and when you will communicate. This will also be the foundation for you to start developing a rapport and building trust with your mentee.

Goals are useful because they help the mentee see beyond the day-to-day demands and allow you both to gain clarity on how to get the most out of the mentoring relationship. Encourage your mentee to discuss their goals with you. Allow your mentee to share what kind of support they would like to receive from you and, in turn, you should share what you are bringing to the mentorship and your own expectations for your time together. Goal-setting should be a shared activity driven by your mentee's needs and the experience and expertise you bring to the table.

Coach your mentee to refer back to their goals periodically as a way of refocusing and measuring progress. Doing so regularly is a good way for you to know if you are helping your mentee to achieve their goals.

### **STAGE III: FACILITATE/DEEPENING THE ENGAGEMENT**

During stage three, you will be actively working with your mentee on the goals you have set together, as well as their development plan. Remember, throughout the 12 weeks you should also be getting to know each other. Your mentee will be more receptive to your advice, feedback and recommendations if you have developed a foundation of trust. Modeling consistency, centring your mentee, and holding each other accountable to the goals you have set are all ways in which you can continue to develop that rapport and deepen trust.

As the mentoring relationship unfolds, be attentive to practicing active listening and consistently expressing encouragement. Celebrate the “wins” with your mentee and re-strategise around the areas that need more attention. This is a good point in the journey to reflect on progress toward goals and on the relationship itself. Consider discussing the following:

- How am I helping you (mentee) achieve your goals?
- What changes do you see in yourself and in the way you approach your work as a result of the mentoring relationship?
- What kinds of adjustments or changes, if any, are needed in your goals or in our relationship?

This is also the stage during which energy in the mentorship can wane! Sometimes, the mentee will feel concerned that they are burdening you. Other responsibilities will often compete with their commitment to the mentoring relationship. If you haven’t heard from your mentee, check in. Take the lead if necessary. Also take stock of your own time and energy. Is the partnership working well for you? Do you need to make some adjustments? Reach out to programme staff if you need additional support.



## STAGE IV: GRADUATE FROM THE FORMAL MENTORING RELATIONSHIP AND PLAN FOR THE FUTURE

During this stage, planning for the mentee's continued success is balanced with bringing the formal mentoring relationship to a close. Work with your mentee to define the types of support they may need in the future. It is also an opportunity to share with your mentee the growth you have seen in them over the course of your mentorship. Have an honest conversation about whether you can continue to mentor your mentee and what that will look like. Will you continue to check in and work through a plan weekly or will you have informal catch-ups every few weeks? It is important to recognise that what your mentee needs at the end of twelve weeks may be different than when they started this journey with you. You may want to connect your mentee with additional colleagues who can provide benefits other than those provided by you.

As you "graduate" the formal programme, here are some considerations for discussion with your mentee:

- Thank them for their time and for what they have brought to the mentorship;
- Reflect on accomplishments, challenges, and progress towards goals;
- What will your mentee remember most about the relationship?
- What challenges lie ahead for him or her?
- Explore other types of support they may still need;
- Discuss whether the relationship will continue informally and how you will implement that;
- Discuss where they are with the development plan and how it may need to be refined going forward

## CSOD TRAINING COURSE TIMELINE

All mentees are students in the CSOD programme. Unless otherwise indicated, your mentorship will start when your mentee is approximately halfway through the training course or at the start of module three.

Course	Modules	Estimated Pace
Foundations of Being Digital	Learning About the Internet	Week 1
	Using the World-Wide Web Securely	Week 1
	The Mobile Internet	Weeks 1- 2
	Personal Safety and Security in Cyberspace	Weeks 1-2
Productivity Tools for Digital Workers	Learning to Type Professionally	Week 3
	Effective Business Reporting Using Wordprocessors	Week 3
	Content Creation with Wordprocessors and Spreadsheets	Week 3 -4
	Effective Digital Communication and Workflow Management	Week 4 -5
Social Media & Web Applications	Nuts and Bolts of Social Media	Week 6
	Facebook, Instagram and Twitter: From Likes to Tweets	Week 6
	Google and SEO Web Applications	Week 6-7
	Social Media Issues: Netiquette, Online Safety, Copyright and Licenses	Week 7
	Introduction to Data and Information	Week 8
	Working with Data	Week 8-9



Data Fundamentals	Evaluating and Visualizing Data	Week 9 -10
	Issues to Consider when Applying Data	Week 10
Capstone Course: Critical Thinking and Problem Solving	Business Scenario #1: SEO Clerk + Online Ads Monitor	Week 11
	Business Scenario #2: Mobile / Web App Tester	Week 12
	Business Scenario #3: Data Processor / Market Researcher	Week 13

## CONVERSATION GUIDES

The following will provide a set of guidelines for your interactions with your mentee. These are suggested topics to help keep you on track with your mentee. However, these guides are neither exhaustive nor prescriptive. As you get to know each other, you will become less dependent on the guides and your communication should evolve organically. As a general rule, it's good to check in on the following each week:

- **Personal check-in:** How are you both doing?
- **Current events:** Is there anything happening in the broader society which may impact your mentee?
- **Academic check-in:** How is your mentee progressing through the CSOD modules?
- **Career development:** How is your mentee connecting what they are learning with their larger aspirations?
- **Follow-up:** Are there any outstanding questions or requests from your last conversation?



## CONVERSATION 1

This is the first meeting with your mentee. You should have set a date and a time. Decide what medium will work best (Zoom, WhatsApp, regular phone call) and set aside a dedicated space where you can take the call uninterrupted.

### *Planning Meeting*

- Date:
- Time:
- Place:

### *Introductions*

In your first meeting, you should be getting to know your mentee and why they decided to participate in the CSOD programme. Here are some questions you may want to ask:

1. Tell me about your background/tell me a little about yourself.
2. What are your interests?
3. Why did you get involved in the CSOD programme?
4. What has your experience been like so far?
5. What are you expecting from the mentorship programme/why did you sign up for a mentor?

In turn, share your own background, what you do, and why you signed up to be a mentor.

### *Goals/Expectations*

Start the conversation with your mentee about what they hope to get out of the next twelve weeks. Be upfront about your own expectations for the match. Let your mentee know how you think you can best support them based on the goals your mentee has shared. Remember, you are setting the tone for your time together.

1. ...
2. ...



3. ...

### ***Preferred Method of Communication***

Talk to your mentee about how you will communicate over the next twelve weeks and how often. Remember, the requirement is for weekly communication but as a pair you can decide to communicate more frequently. Here are some examples of communication methods:

- Email
- CSOD Online Platform (Zoom and instant messaging)
- WhatsApp messaging and/or calling
- Google Hangouts
- Phone

### ***What motivates you?***

This is a quick way to help each other understand how you best work. This can also help in the moments when your mentee needs a little extra push.

- ...
- ...
- ...

### ***What scares you/stresses you out?***

Similarly, understanding what your mentee finds daunting can give insight into how your mentee approaches their goals.

- ...
- ...
- ...

### ***Next Meeting***

Thank your mentee for their time and walk away with a date, time and mode of communication for your next meeting. Are there things you have agreed to work on, perhaps reviewing your goals for your mentorship or starting to look at the development plan? If so, confirm your action steps.

## CONVERSATION 2

### *Check-in*

Get in the habit of checking-in with your mentee to start your conversations. Here are some questions you can ask:

- How are you doing today? (Sometimes simple is best!)
- What was the highlight of your week/since we last spoke?
- What was something you did for fun or to relax this week?

Ensure you share about your week as well.

### *Follow-up*

In your first conversation you set goals for your mentorship. This is an opportunity to follow-up to make sure you are both comfortable with the goals. Here are some questions/considerations to help refine the goals:

1. What areas would you like to see worked on in this mentoring relationship?
2. How will we know we are on track/achieving the goals we set out?
3. How will we hold each other accountable to the goals we have set?

Another area for follow-up should be your mentee's progress in the CSOD curriculum. Some questions/conversation starters include:

1. What module did you work on last week?
2. Were there any aspects of the module you found challenging? How did you get around that?
3. Which module have you most enjoyed so far?

### ***Development Plan***

Introduce the Personal Development Plan. Has your mentee had a chance to review? What questions does your mentee have? Your mentee should use the next week or two to work on the “reflect” phase of the PDP and complete the SWOT analysis.

### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 3**

### ***Check-in***

Remember to see how your mentee is doing before jumping into your goal-setting. Conversation starters:

- How did “x” thing go this week?
- What is something you were really proud of this week?
- Did you catch “x” on the news. What do you think?

Ensure you share about your week as well.

### ***Follow-up***

Revisit your action items from the following week. These can include:

- CSOD Training Curriculum items
- SWOT Analysis for the Personal Development Plan
- Other action items you set

## ***Development Plan***

Spend some time discussing your mentee's SWOT Analysis. If your mentee is stuck, here are some probing questions that may help: -

- What are some things that you are passionate about?
- What role do you see those areas playing in your life in the next three - five years?
- What have others (friends, family, teachers) said you are good at?
- What is a piece of critical feedback you received from a boss or a teacher? Do you agree with the feedback?
- What opportunities have opened up for you because of the programmes in which you are enrolled (e.g. CSOD)?
- What new challenges have you faced recently as a result of COVID-19?

You can also share your own experience with developing a SWOT analysis and/or any strengths or weaknesses/areas for growth you have already picked up about your mentee.

## ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 4**

By now, you should have established the tone and goals of your relationship and are moving more squarely into the facilitation phase. Do not be alarmed if it takes you longer to develop the rapport.

### ***Check-in***

You should check-in with your mentee in the way that has become customary. Some topics you can cover:

- Ask about their day/week or an event they had coming up
- Ask about friends or family if they have shared those details with you
- Was there anything they were dreading? How did they approach it?

Remember to share as well.

### ***Follow-up***

Revisit any action items you had from last week. Your mentee should also be finishing up module four and starting the Capstone. Check-in to see how they are feeling and about the progress made.

### ***Development Plan***

Are there still questions outstanding from the SWOT analysis? Revisit those questions now. Here are some questions to guide the conversation:

- What stood out as you reflected on your strengths and weaknesses?
- Have you noticed anything that changed or perhaps is a new strength for you in the last few months? How did you develop this strength?
- Looking at the list of threats, can you identify possible opportunities hidden there?

If you have already gone through the SWOT analysis with your mentee, spend the next week or two on the plan. Remember:

- Guide your mentee to use the SWOT analysis to refine and prioritise their goals
- Ensure the goals are SMART
- Start identifying smaller action steps for each goal
- Identify ways that you as a mentor can support your mentee in the planning and execution of the goals

### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 5**

### ***Check-in***

You should check-in with your mentee in the way that has become customary. In addition to checking in about their week and their family, you may also want to introduce news items as it relates to your

mentee's industry of interest. Additionally, discussing trending topics as it relates to digital literacy can help your mentee make connections between their training course and real world applications.

As always, remember to share as well.

### ***Follow-up***

Revisit any action items you had from last week. Your mentee is nearing the end of module four and preparing for Capstone. Check-in to see how they are feeling and about the progress made. This is also a good time to start talking about their plans once they have finished the training programme. Post-programme plans should be incorporated into the development plan.

### ***Development Plan***

Your mentee should be in the planning phase. As a reminder, here are some considerations as they start to fill out their personal development plan:

- Guide your mentee to use the SWOT analysis to refine and prioritize their goals
- Ensure the goals are SMART
- Start identifying smaller action steps for each goal
- Identify ways that you as a mentor can support your mentee in the planning and execution of the goals

### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 6**

### ***Check-in***

You are just about at the halfway point of your mentorship! Check-in with your mentee as is customary. You will also use some of this conversation to revisit the goals of your match and gauge how things are going.

## ***Follow-up***

Revisit any action items you had from last week. Find out how your mentee is approaching the Capstone:

- How are they applying what they covered in the course to the Capstone project?
- Where are they excelling and what still presents a challenge?
- How are they approaching the challenges?

## ***Mentorship Goals***

Here are some questions you can ask as you reflect on how the mentorship is going:

- How are we progressing with the goals that we have set for ourselves at the start of our mentorship?
- What are some things I should start, stop or continue doing to better support you as a mentee?
- What are some ways you have noticed you have grown/what are you most proud of since we started working together?

You should also use the time to celebrate any wins or areas of improvement you have noticed. If you have noticed a lapse in motivation or energy on either side, now is also a good time to address what you are seeing, pivot if necessary and refocus on what you are both seeking to get out of the mentorship.

## ***Development Plan***

Your mentee should have finalized a first draft of their goals and have started addressing their action steps. Use this time to help mentees come up with action steps for the big goals set. Here are some questions you can have your mentee consider:

- What are some action steps you need to take in order to achieve your goals?
  - Help your mentee to distinguish between immediate (within your mentorship), short-term (three - six months), and long-term (three years) action steps.
- How can you leverage your strengths toward these goals?
- What opportunities can you leverage toward these goals?
- How will you address the threats you have identified?
- What support do you need from me as your mentor?



### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 7**

### ***Check-in***

Your mentee is approaching the last week of the CSOD training course! Check-in with them to see how they are feeling. Are they on track with their coursework? Think back to your first conversation about what motivates your mentee and what makes them anxious. How can you use what you have learned about them over the last six weeks to motivate and empower them to finish strong!

### ***Follow-up***

Revisit any action items you had from last week. Check-in with your mentee about the Capstone. Did you revise any of your mentorship goals? How does this change how you approach your conversation with your mentee, if at all?

### ***Development Plan***

Your mentee should be wrapping up the planning phase and the first draft of their goals and action steps. Use this time to revisit the progress on action steps and/or to plan for action steps for the upcoming week. Some ways you may be able to support your mentee in the planning and execution phase:

- Offer feedback or guidance on the plan as requested
- Encourage your mentee to think about their network and what resources they have available to them
- Connect your mentee with possible opportunities (applicable job opportunities of which you are aware, programmes they should research more, etc.)
- Work with them on further honing their strengths and improving areas of weaknesses they may have identified( for example: job interviewing tips, conducting mock presentations/interviews if they are nervous, etc.)



### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 8**

### ***Check-in***

Your mentee has completed the programme; make sure you tell them congratulations! Check-in on their post training plans which should also tie into your discussions about the development plan. If your mentee has not completed the programme, ascertain what challenges they may have been experiencing. You can ask them to consider:

- What challenges are you facing in completing the course material?
- Are you able to address the challenges on your own? If not, what does support look like for you?
- What has contact with your programme facilitator looked like?
- The last time you had similar challenges, how did you overcome them?

This may also be a good time to remind your mentee of ways you have seen them overcome challenges since you have started and to remind them of the strengths they have identified that may be helpful in the situation. If you are concerned about your mentee, or think additional support is required, please reach out to programme staff.

### ***Follow-up and Development Plan***

- Revisit any action items you had from last week.
- Action items should include those from the development plan as well.
- Remind your mentee to update the progress review and action item portions of the development plan as applicable.

### ***Other Topics of Conversation***

By now you and your mentee have likely begun to incorporate other items of interest into your conversation. Remember continuing to get to know each other and build rapport is also an important part of your mentorship.



### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then

## **CONVERSATION 9**

### ***Check-in***

Check-in with your mentee as is customary.

### ***Follow-up and Development Plan***

- Revisit any action items you had from last week.
- Action items should include those from the development plan as well.
- Remind your mentee to update the progress review and action item portions of the development plan as applicable.

### ***Other Topics of Conversation***

By now you and your mentee have likely begun to incorporate other items of interest into your conversation. Remember continuing to get to know each other and build rapport is also an important part of your mentorship.

### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 10**

### ***Check-in***

Check-in with your mentee as is customary. As you approach the last three weeks of your formal mentorship you may want to start thinking about whether your engagement will continue beyond the twelve weeks. Some considerations: -



- Have you and your mentee been able to connect regularly (at least weekly) and substantively?
- What support will your mentee need from you post- the end of the mentorship? Are you willing and able to provide support in a mentorship capacity?
- Has anything shifted in your availability or personal or professional responsibilities that would preclude you from being able to continue your mentorship?
- Are you and your mentee on track to achieving the goals you set out for your mentorship?
- Do you and your mentee want to continue in your mentorship?

### ***Follow-up and Development Plan***

- Revisit any action items you had from last week.
- Action items should include those from the development plan as well.
- Remind your mentee to update the progress review and action item portions of the development plan as applicable.

### ***Other Topics of Conversation***

By now you and your mentee have likely begun to incorporate other items of interest into your conversation. Remember continuing to get to know each other and build rapport is also an important part of your mentorship.

### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 11**

### ***Check-in***

Check-in with your mentee as is customary. If you are not continuing your match you and your mentee should be intentional about what support is needed over the next two weeks to set your mentee up to be able to successfully execute their development plan.



### ***Follow-up and Development Plan***

- Revisit any action items you had from last week.
- Action items should include those from the development plan as well.
- Remind your mentee to update the progress review and action item portions of the development plan as applicable.

### ***Other Topics of Conversation***

By now you and your mentee have likely begun to incorporate other items of interest into your conversation. Remember continuing to get to know each other and build rapport is also an important part of your mentorship.

### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then.

## **CONVERSATION 12**

### ***Check-in***

Congratulations and thank you for completing your formal mentorship! This is an opportunity to reflect with your mentee on your journey. Regardless of whether or not you are continuing your mentorship you should:

- Thank your mentee for their time.
- Share what you have learned and any growth you have seen over the past three months
- Offer any relevant piece of advice or feedback as they move forward
- Reflect on the goals you set and what you achieved during your time together.

### ***Follow-up and Development Plan***

- Revisit any action items you had from last week.
- Action items should include those from the development plan as well.

- At this point your mentee should have a finalised version of their “big goals” and clear action steps and milestones for the three and six month mark after their mentorship. It is understood that as life happens, these goals may change.
- If you are not continuing your match, let your mentee know if you are comfortable, willing and able to provide any of the following in the future:
  - A reference
  - An introduction to a professional contact
  - An informational interview

### ***Continuing your mentorship***

- Establish goals for the next stage of your mentorship
- Determine how often you will communicate and what form the communication will take
- Identify how you can continue to support your mentee with their development plan
- Let programme staff know you’ll be continuing your mentorship informally

### ***Other Topics of Conversation***

By now you and your mentee have likely begun to incorporate other items of interest into your conversation. Remember, continuing to get to know each other and build rapport is also an important part of your mentorship.

### ***Next Meeting***

Confirm the date and time of your next meeting and any action steps to be completed by then. If this is your final meeting, thank your mentee and wish them well.

## PERSONAL DEVELOPMENT PLAN

As a final project, mentees will be asked to work with their mentors to complete a personal development plan. A personal development plan (PDP) is a **written** account of self-reflection and self-improvement. It is an **action** plan used to fulfill personal, academic or career goals and should cover both short and long-term planning. The programme staff will check to see if the plan has been completed but the contents of the document will only be shared between mentor and mentee.

Stages of a personal development plan:

1. Reflect
2. Plan
3. Do
4. Review

### REFLECT

Mentees should use the following questions to think about their three-year goals:

- What are you passionate about?
- What problem do you see in your community/country/region that you want to solve?
- Where do you see yourself in the next three years?

Next, think about their goals in relation to a SWOT analysis to review strengths, weaknesses, opportunities and threats.

### PLAN

Based on the results of the SWOT Analysis, mentees should move into the planning phase. During this phase mentees, with the help of their mentors, are sharpening their goals based on their strengths, weaknesses, opportunities and threats. Mentees should come up with at least five goals. Goals can be a combination of personal, academic and professional in nature. Mentees should incorporate the following as they develop their goals:

- Plans for completing the CSOD the programme (where applicable)
- Professional aspirations (and include milestones for three to six months post their training)



- Where do you see yourself three years from now?

Here are some considerations for refining your goals:

- Ensure they are SMART (Specific, Measurable, Attainable, Relevant and Time-bound)
- Rank or prioritise your goals
- Identify action steps
- Set timelines

## Do

This is the action phase in which mentees implement the plan. There are some goals that will not be realised during the formal time of your mentorship. However, there are preparation or action steps that mentees will need to start taking now to achieve those goals. Mentors should check-in with their mentees during their weekly calls to help them revisit and reflect on their progress toward their goals.

## REVIEW

During weekly review sessions, mentors and mentees should celebrate progress made and identify and address roadblocks. At the end of the formal mentorship, mentors should be confident that your mentee has a solid plan and actions steps that they will continue to work on, whether with you or on their own. Mentees should continue to review and refine your plans even as your mentorship ends.

## TEMPLATES

### SWOT Analysis

**Name:** Datali Teracy

**Date:** August 1, 2020

**Goal:** To find a job in the technology industry

**Category of goal:** Career/Professional

**Instructions:** Fill out a sheet for each goal. Try to list a minimum of three for each area.

	Helpful	Harmful
<b>Internal Factors you can control or address</b>	<p><b>Strengths:</b></p> <ol style="list-style-type: none"> <li>1. What are you good at?</li> <li>2. What have friends, employers or professors said you are good at?</li> <li>3. What interests you?</li> <li>4. What certifications do you have?</li> <li>5. What experiences have you had?</li> </ol> <p>Example: I have five CSEC subjects, I am organized and good with figures.</p>	<p><b>Weaknesses:</b></p> <ol style="list-style-type: none"> <li>1. What are areas in which you need to improve/skills you need to develop to meet your goal?</li> <li>2. What is some critical piece of feedback you have received?</li> <li>3. Are there negative habits/areas of opportunity you have identified?</li> </ol> <p>Example: The job I want requires an advanced degree. Or, I am often late on my assignments.</p>
<b>External factors beyond your control</b>	<p><b>Opportunities:</b></p> <ol style="list-style-type: none"> <li>1. What trends can you take advantage of in your industry?</li> <li>2. What programmes are available to you?</li> <li>3. How can you leverage the strengths you identified toward this opportunity?</li> </ol> <p>Example: Scholarships, internships, grant funding for entrepreneurs</p>	<p><b>Threats:</b></p> <ol style="list-style-type: none"> <li>1. How has COVID-19 changed the marketplace? (this could also be an opportunity)</li> <li>2. Who are you competing against for this opportunity?</li> <li>3. What are other obligations (family, etc.) that could get in the way of your progress toward this goal?</li> </ol> <p>Example: lack of reliable internet, job cuts for your industry</p>



\*Template adapted from Ashford University and Forbes School of Business template

## Blank SWOT Analysis Template

**Name:**

**Date:**

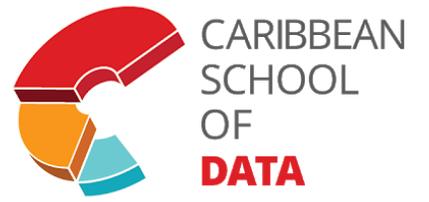
**Goal:**

**Category of goal:**

**Instructions:** Fill out a sheet for each goal. Try to list a minimum of three for each area.

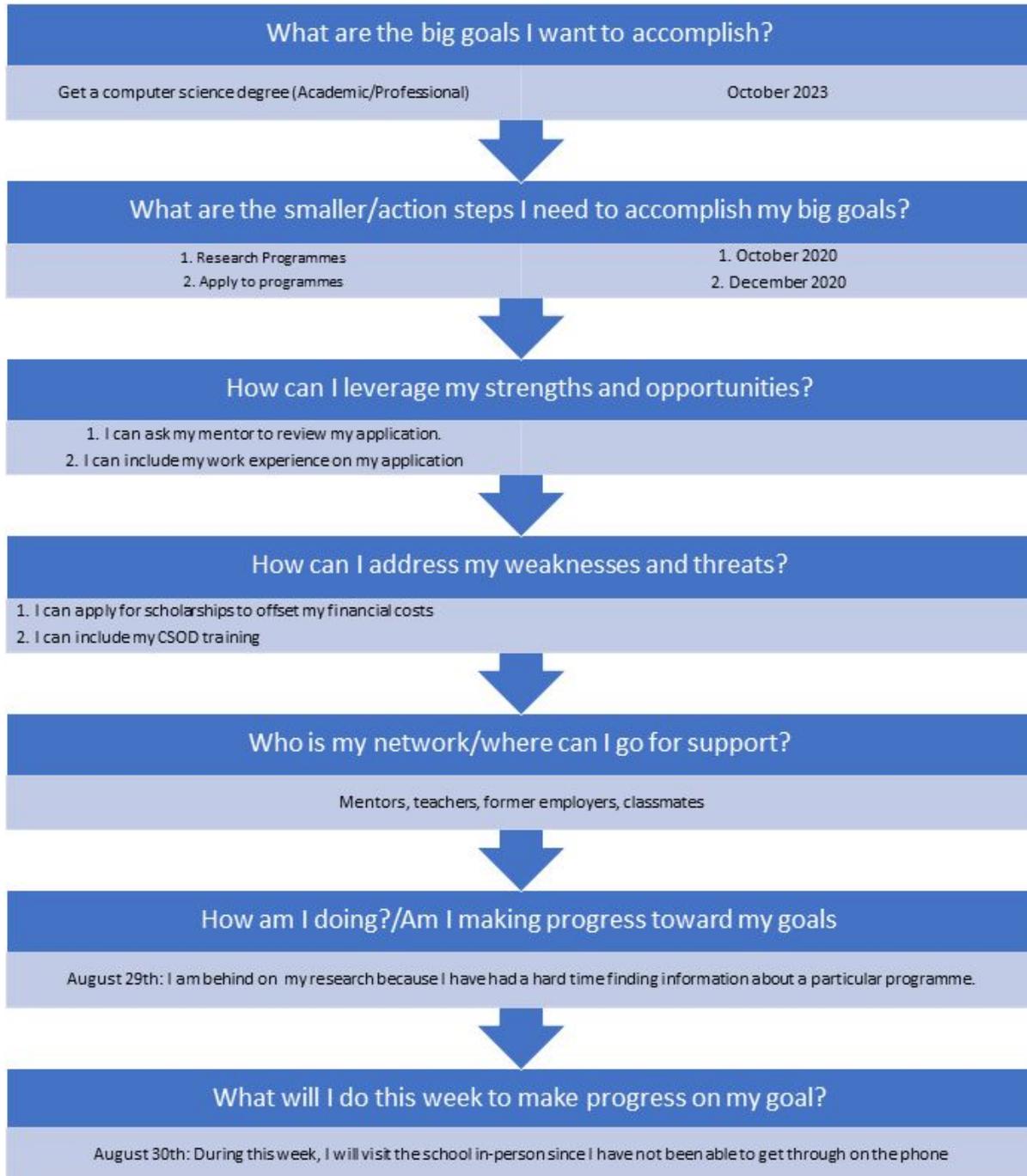
Helpful		Harmful
<b>Internal Factors you can control or address</b>	<b>Strengths:</b> .	<b>Weaknesses:</b>
<b>External factors beyond your control</b>	<b>Opportunities:</b>	<b>Threats:</b>

\*Template adapted from Ashford University and Forbes School of Business template





## Personal Development Plan





Blank form. If you opt for this layout you would complete one form per goal.

What are the big goals I want to accomplish?

What are the smaller/action steps I need to accomplish my big goals?

How can I leverage my strengths and opportunities?

How can I address my weaknesses and threats?

Who is my network/where can I go for support?

How am I doing?/Am I making progress toward my goals

What will I do this week to make progress on my goal?



What are my big goals? (Deadline)	Action Steps	Deadline	Leveraging Strengths and Opportunities	Addressing weaknesses and threats	My network	Review Progress	Next Steps
<b>Academic:</b> Getting a degree in computer science (June 2023)	1. Applying for programmes  2. Identify scholarships	Oct. 2020  Dec. 2020	I will ask my mentor to review my application. I will include my work experience as a part of my application.	Scholarships	My mentor My former teachers	Unable to get programme information	I will visit the school instead of calling.

All prompts are the same regardless of layout. Templates have been adapted from Perkbox but mentors and mentees are free to create their own. Mentees, please note the progress review and next steps should be updated with your mentors on a regular basis.



## REFERENCES

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