

1. Mentor's Planning Form

Mentor's Planning Form	
Complete this form before commencing a mentoring session. Specify exactly what you hope to achieve at the upcoming session and the process you intend to follow.	
Mentee:	Date:
Areas of focus for mentoring session:	
Purpose of Mentoring Session:	
Desired Outcomes:	
What are the consequences:	
Potential Difficulties	Strategies
1.	1.
2.	2.
3.	3.
Specific Actions	
1.	
2.	
3.	
4.	
5.	

2. Mentor's Action Planning

Mentor's Action Planning Worksheet

Use this worksheet in conjunction with the Mentoring Agreement you completed with the Mentee. Insert the Expected Outcomes and Actions which you believe will contribute to those outcomes. It is important to include specific measures of success and a target review date for any actions to be completed.

Expected Outcomes based on Management Competencies and Career Development	Actions to be Taken	Measures of Success	Review Date

3. Mentoring Session Evaluation

Mentoring Session Evaluation	
Use this tool after the mentoring session to evaluate its effectiveness and to consider what improvements could be made to the next session	
What Worked?	What Could Be Improved?
Relationship:	
Process:	
Results related to specific competencies:	

4. Active Listening Self-Assessment

Active Listening Self-Assessment			
Mentors who listen actively tend to maximize their mentoring sessions and become more effective mentors. This self-assessment is a self-improvement tool around how actively you listen. Check the box next to the number in the column that best describes your listening behaviour.			
While someone is talking, I:	Usually	Sometimes	Rarely
Plan how I am going to respond			
Keep eye contact with the mentee			
Take notes at appropriate moments			
Notice the feeling behind the words			
Find myself thinking about other things while the mentee is talking			
Face the mentee when they are talking			
Watch for significant body language			
Interrupt the Mentee to make a point			
Am distracted by other demands on my time			
Listen to the message without immediately judging or evaluating it			
Ask questions to get more information and encourage the mentee to continue			
Repeat in my own words what I've just heard to ensure understanding			
Totals for each column			
Grand Total			
Scoring	44-60	You are an active listener	
	28-43	You are a good listener with room for improvement	
	12-27	You need to focus on improving your listening skills	
Source: AT&T School of Business. The Supervisor: Coaching for Success. 1995			

5. Mentor's Self Evaluation Checklist

Mentor's Self-Evaluation Checklist		
The questions below relate to the skills and qualities needed to be an effective Mentor. Use this tool to evaluate your own effectiveness as a Mentor.		
Question	Yes	No
1. Do you show interest your Mentee's career development, not just short-term performance?		
2. Do you provide both support and autonomy?		
3. Do you set high yet attainable goals?		
4. Do you serve as role model?		
5. Do you communicate business strategies and expected behaviours as a basis for establishing objectives?		
6. Do you work with the Mentee to generate alternative approaches or solutions that you consider together?		
7. Before giving feedback, do you listen and observe the individual carefully, without bias?		
8. Do you separate observations from judgements or assumptions?		
9. Do you test your theories about a person's behaviour before acting on them?		
10. Are you careful to avoid using your own performance as a yardstick to measure other's performance?		
11. Do you focus your attention and avoid distractions when a person is talking to you?		
12. Do you paraphrase or use some other method to clarify what is being said in a discussion?		
13. Do you use relaxed body language and verbal cues to encourage a speaker during conversations?		
14. Do you use open-ended questions to promote sharing of ideas and information?		
15. Do you give feedback that focuses on behaviour and its consequences (rather than on vague judgements)?		
16. Do you give timely feedback?		
17. Do you give specific feedback?		
18. Do you give positive as well as negative feedback?		
19. Do you try to reach agreement on desired goals and outcomes rather than simply dictate them?		
20. Do you try to prepare for Mentoring sessions in advance?		
21. Do you always follow up on a mentoring session to make sure progress is proceeding as planned?		
TOTALS		
When you possess these characteristics and use these strategies, people trust you and turn to you for both professional and personal support. If you answered "yes" to most of the questions, you are most likely an effective mentor. If you answered "no" to five or more of the questions, you may want to consider how you can further develop your mentoring skills.		