

Mentoring Plan

1. **Determine the format of mentoring you would like to put in place**
2. **Identify the purpose/goals of your mentoring relationship**
3. **Brainstorm potential activities or discussions.** (tools – mind map, decision tree)
4. **Create a structure for your mentoring relationship.** (Bonding, planning, tactical goals, checkpoints, long term goal – sometimes you can start there)
5. **Commit to the mentoring relationship.**
6. **Be Flexible & Lead by Example**
7. **Stay in touch after – (you will benefit from being associated with the best/best)**

TIPS

- **Take an active interest in the mentee as a person**
- **Be a true “Active Listener” – Mirror back, listen for content and hidden themes**
- **Know when to wait to give advice**
- **Don’t assume anything about your mentee - Ask**
- **Be ready to step outside your comfort zone**
- **Share your mistakes – remember these are highly driven people trained to succeed – let them its ok to fail “with training wheels if possible” and always take a moment to learn from it**
- **Be Ready, Reliable, Respectful and Responsible**
- **Remember – each relationship is different and may be different along the way – use situational leadership**
- **Celebrate their achievements**

Good Resources:

Chad Storlie:

Combat Leader to Corporate Leader: 20 Lessons to Advance Your Civilian Career

This book will allow you to understand, translate, and apply unique and critical military and SPEC OPS skills sets in decision-making skills, maintaining a strong leadership ethic, excelling in execution, and employee coaching and development skills that can make you a vital element in the success of any business venture

Battlefield to Business Success: Applying Military Leadership and Skills in Your Career

Battlefield to Business Success” provides a wealth of immediate examples how business professionals can have a more effective business and career success when they apply cutting edge military techniques.

Combat Leader to Corporate Leader Translates Military Experience to Commercial Success!



Identify the purpose of your mentoring relationship. You may want to teach specific information or develop a particular skill. Having a clear purpose in mind will help you develop a specific mentoring plan that meets your needs and expectations.

- Academic mentoring relationships help students learn skills for studying, writing, and math that will help them succeed in the classroom.
- Personal development mentoring focuses on growing in social or leadership skills, or in developing one's character.
- Workplace mentoring often partners new employees with current ones in order to help them learn specific tasks or jobs. They may also be training opportunities designed to help an employee earn a promotion or transition into a different job.

Determine the format of mentoring you would like to put in place. Each person prefers a certain environment in which they can connect with their mentor. Decide what works best for you.

- Traditional mentoring consists of a one-on-one, face-to-face relationship.

- E-mentoring tends to be one-on-one, but takes place via email and the Internet. However, the individuals involved in e-mentoring often start their relationship with a face-to-face meeting.

Brainstorm potential activities or discussions. You have a particular purpose for this mentoring relationship. Explore different things you may learn throughout it.

- Make a list of specific things you want to learn.
- Write a tentative agenda for mentoring sessions. Do this with your mentor. Allow them to add things to the list.

Create a structure for your mentoring relationship. This helps both mentors and mentees have appropriate expectations and enables them to decide if the commitment is one they can realistically manage.

- Determine when and how often you will meet. Figure out which days and times work best for you. Then, based on your goals for this mentoring relationship, decide how often you will need to meet with your mentor.
- Decide where you will meet. Some mentors prefer to have their mentee tag along with them during daily routines. Others may want to meet in a more casual setting such as a coffee shop, a restaurant, or the park.
- Lay down relationship guidelines. Together, decide when it is appropriate to call each other, what information will be kept confidential, if it is okay to visit one another at home, and so forth.
- Set a tentative time frame for your mentoring relationship. Mentoring often takes place for 6 months to 1 year. At the end of that time, revisit your purpose for meeting and decide if you want to renew your commitment for another set period of time.

Commit to the mentoring relationship. Trust and reliability are two factors that are essential in strengthening the mentoring relationship. Each person needs to agree to show up regularly and on time. They also need to fulfill any personal obligations they agreed to throughout the mentoring.