

Canadian Evaluation Society (CES) – Mentoring Initiative

Guidance for Mentors: Cultivating a Successful Mentorship Journey

Establishing a Strong Foundation

Following the inaugural meeting, it becomes imperative for the mentorship pair to establish a robust and positive mentor-mentee relationship. Presented below are valuable insights aimed at fostering and maintaining a constructive and productive mentoring relationship.

Preparation for Subsequent Sessions

- Review the objectives and actions that your mentee has been actively pursuing.
- Reflect upon your reservoir of knowledge, skills, and experiences to identify potential recommendations or insights to contribute toward your mentee's goals.

During Each Subsequent Interaction

- Initiate the conversation with a brief exchange to build rapport and connection.
- Provide an update on any relevant developments or actions you've undertaken since the previous meeting.
- Encourage your mentee to share any accomplishments, challenges, or setbacks experienced since your last engagement.
- Address any challenges your mentee may have encountered, leveraging your own experiences to offer well-informed advice.
- If circumstances have changed, discuss potential modifications to your mentee's objectives and the necessary steps to accommodate them.
- Play the role of strategist, assisting your mentee in devising a concrete plan of action to attain their goals, complete with timelines.
- Regularly assess the alignment of the mentorship with both your and your mentee's needs and anticipations. Evaluate whether adjustments or potential conclusions are necessary.
- Determine whether the subsequent meeting should be scheduled at this juncture or if your mentee will be responsible for arranging the next interaction, contingent on accomplishing a specified task or milestone.
- As you navigate this mentorship journey, it is important to remember that your collaborative efforts are contributing to the enhancement of professional growth and the development of the CES community.

Checking in on the Engagement and Making Adjustments

Once your mentorship gears are in motion and you've got meetings and activities in full swing, it's smart for both the mentor and mentee to pause, reflect, and connect. Just like evaluators help folks review their projects and pivot as needed, you and your mentor should reflect on your journey and consider adjustments. Here's how to do it right.

Regular Revisits to Your Mentorship Agreement

Take a regular pit stop to review your mentorship agreement. Chat about how well it's holding up (like progress toward your shared goals) and if any tweaks are needed.

These resources can also be a good GPS for checking in – find them under the Resources in the Mentoring Initiative:

- Is this Mentorship a Good Fit?
- The Do's and Don'ts for Mentors and Mentees
- Making Changes or Concluding Mentoring Engagements

When Life Throws a Curveball

Life's schedule can get crazier than a rollercoaster, leading to rescheduling meetups. If you've had to change plans, make sure to lock in a new date. Likewise, if your mentor/mentee had to hit pause and you're awaiting a new meetup date, go ahead and give them a nudge.

- To keep things smooth, it's wise to agree on "how long is too long" and "how soon is too soon" for rescheduling based on your schedules.
- If it's been a while since you last chatted, don't hesitate to reach out and see how things are going. A quick check-in can work wonders. And hey, if you talked about communication modalities earlier (like email, phone, text), try to stick to those.

Remember, this journey is all about teamwork, growth, and keeping the connection strong!