

Mentoring Template Month 2

Instructions: ****Seek SMART next steps from them:** Specific, Measurable, Achievable, Related, Time-Bound. The goal is to help the mentee pick up responsibility for something they can see when they've done it. *You should be able to picture that step* and listen for committed language. This is not "ongoing" and includes Who, How, and When.

- 1. Express appreciation*** for this employee. (make sure they accept it)
- 2.** Read the organization's **purpose** and share why it matters to you, the mentor. Next, ask mentee, what is 1 NEW baby ****SMART** step you will take to intentionally *cause our purpose*. Who will you cause it for? When? How? **Note:** When choosing Who consider if this is you.
- 3.** NEXT, read the **core values**. What's 1 NEW different baby step (****SMART**) you will take to use core values to *cause our purpose*? Who? When? How? Again, when choosing Who consider if this is you.
- 4.** Emotional intelligence is the main *purpose of mentoring*. It is moving from awareness to managing self and relationships. What's one behavior change you want in yourself? What's a baby SMART step?
- 5.** Do you agree with your Ntrinsx colors? What's **one** positive quality of your first color (in your full profile)? How does it show up at work?
- 6.** You heard the 8th grade story. It was about **transferring responsibility** to the student by **asking questions**, so he was able to see his part and manage his intention for peace and then his relationship with his homeroom teacher, despite his age. SLAM is **YOU Saying Less, Asking More**. How does saying less and asking more help YOU transfer responsibility to OTHERS?
- 7. Inferiority complex** or feeling inadequate causes internal and external *struggles*. First, name 1 internal struggle (e.g., addiction, anxiety, stress, overeating, depression, using technology, sleeping too much, getting down about the world: **this is not a complete list.**) and 1 baby ****SMART** step to shift it. Next, name 1 external struggle with others (e.g., arguing, greed, envy, righteousness, withdrawal, cancelling, coercing, judging, excluding, bullying: **this is not a complete list.**) and a baby ****SMART** step to shift it.
- 8. Psychological safety** is being able to show one's self without fear of negative consequences. It's a shared belief that the team is safe for interpersonal risk taking. People feel accepted/respected. What's **one** thing YOU do very well that fosters psychological safety in others?
- 9.** Have you done **the mind trust**** (see notes) with all members of our project team? Within our organization? Do you plan to? If so, when? (*If they are not ready now, ask for a next step to getting ready.*)
- 10.** The **4 core needs** are empowered (having a say; being influential), lovable (feeling seen and heard), connected (welcomed on the team), contributing (opportunities to give to and serve others). Which is lowest for YOU right now? What is **one** specific baby ****SMART** step you can do to boost it?
- 11.** When you have trouble **in a relationship with any authority figure** what can you THINK on about the authority figure to help YOU become motivated to improve the relationship with him/her?
- 12.** End with **appreciation** (make sure they receive it).

Notes

***Appreciation** should be on things intrinsic about this person (e.g. not looks). Make sure they also receive it (vs. deflect or ignore it).

****Mind Trust** is I commit to these:

1. I won't say bad things about you behind your back.
2. I will come to you with any problems
3. I will stop others from saying bad things about you
4. I will direct them back to you not meant to be forced AND it is the goal of mentors to help mentees move forward each month until they're willing to do all 4 steps with all staff.

Note: Make time to fill out the **mentoring data form** for this person before and after every session, including your observations, and any actions committed to by mentee, and requiring follow-up