

10 SIMPLE QUESTIONS TO ENSURE EFFECTIVE MENTORING **from WorkInCulture**

Mentors and Mentorees can both make use of these simple check-in questions to assess whether the process is on track or needs some tweaking.

1. Have you developed together a prioritized list of points to discuss? Do you feel comfortable enough to digress or even to change it?
2. How do you evaluate what has taken place between meeting times?
3. Are you both – mentor and mentoree – comfortable enough to be honest and upfront about issues, skills and your understanding of information, ideas or advice? Do you ask for what you need?
4. Are you feeling that the mentoring time, as one expert put it, is “prime time”? Are you both focussed fully and completely, without distractions, on your time together?
5. How do you feel about giving and getting feedback?
6. How are you documenting what you are both learning? Have you considered journaling to help track your insights?
7. Have you thought about your listening skills? How do you both listen to each other and reflect – or reflect on – what you are hearing?
8. Have you thought about and talked about how you learn best and what you need from each other to learn best?
9. If as a mentor, you feel you don't have all the answers, are you comfortable suggesting where else to go or whom else to go to? If you're a mentoree, are you comfortable asking your mentor to recommend others to go to?
10. At the end of every session do you know when the next meeting will take place and where?