

TAG Sales Leadership Society Participant Guide: Mentorship Program

How to Mentor Well

1. Get Off to a Good Start

- ✓ Discuss your mentee's needs and interests
- ✓ Share mentoring experiences you have had previously
- ✓ Agree on goals, expectations and responsibilities
- ✓ Set a timetable for your work together & discuss program activities
- ✓ Agree on and calendar meeting dates, times and locations (video or in-person)
- ✓ Agree on the values of confidentiality, candor, respect for time, etc.

2. Instruct and Develop

Challenge your mentee to develop a plan for success and use that plan to guide future discussions. Offer advice and resources on executing the plan.

3. Inspire

Share stories of your experiences, successes and failures, and what they did to make you who you are; provide encouragement to reach beyond their personal status quo.

4. Provide Feedback

Offer actionable, specific feedback to your mentee on behavior you observe, positive and constructive. Program participants will leverage various tools and methods to help with effective communication.

5. Manage Risk

Help your mentee understand risk (personal, professional, business), as well as risk mitigating strategies or plans.

6. Know when to say good-bye

The program commitment is not open-ended, but the ongoing relationship is up to you. By working with your mentee to help them create and implement a development plan, you have a map for your mentoring relationship which they can build on in the future. There is real value in working with different mentors, across a diverse professional landscape.

Five Initial Questions to Ask Your Mentee

There will be new questions for each meeting – Program Leaders select best practice questions and send them directly to the Mentee in an automated way. You can always do more. The questions below are not automated but are recommended to help the Mentor build an initial relationship with their Mentee.

1. **Have you had a mentor before? If so, what worked/didn't work?**
2. **What are you looking to achieve through this mentorship?**
3. **What obstacles to success have you faced in the past that we could discuss?**
4. **How would you describe what most drives/motivates you to succeed?**
5. **What is your level of satisfaction with work/life right now?**

TAG Sales Leadership Mentoring Program - **Expectations for Mentors**

Meet with your mentee within a month of initial contact/introduction.	Of course, there may be circumstances where a face-to-face meeting is not possible. In those situations, a scheduled phone call or video conference would be the next best thing.
Confirm mutual fit, first with your mentee and then with Mentorship Program Leaders.	If it turns out that the mentee assigned to you is not a good match for whatever reason, please let the Mentorship Program contact (the Board Member communicating with you) know as soon as possible.
While commitments vary, plan on a minimum of 6 months for working with your mentee.	Plan to meet regularly and discuss the mentee's goals for this program period and how they relate to their overall career aspirations. Best practice is a minimum of 4 meetings.
Hold your Mentee accountable to complete the activities and correspond about them monthly.	To easily facilitate having the conversations necessary to develop their career and skills, work with them to put a regular meeting in place. Ensure calendar meetings are scheduled in order to make meeting a priority and stay on track.
Share feedback on your mentoring experience with the Program Leaders.	What's working well? What could be better? How can the Program Leaders help improve the program experience for you as a mentor?
Let us know when you and your mentee decide to say "good-bye" to a formal experience.	Certainly, you may continue your relationship beyond the expected 6-month program relationship. We would like a check-in at 6 months so we can solicit survey feedback.

Mentees - How to Get the Most from a Mentoring relationship

1. Get Off to a Good Start

- ✓ Come prepared - learn what you can about your mentor
- ✓ Explain where you are, where you would like to go and how you think mentoring could help
- ✓ Clarify expectations and agree on specific responsibilities
- ✓ Share any mentoring experiences you have had previously (the good, bad and ugly)
- ✓ Set a timetable for your work together & discuss program activities
- ✓ Agree on meeting times and who will set up the calendar invites
- ✓ Agree on the values of confidentiality, candor, respect for time, etc.
- ✓ Listen and ask questions

2. Take responsibility for your own professional development plan

3. Respect your mentor's time and confidentiality

4. Don't ask for introductions or special favors unless offered by your mentor

5. Follow-up on your mentor's advice and recommendations

6. Give back - how can you help your mentor or pay it forward to someone else?

Five Initial Questions to Ask Your Mentor

There will be new questions for each meeting – Program Leaders select best practice questions and send them directly to the Mentee in an automated way. The questions below are not automated but recommended to help the Mentee build an initial relationship with their Mentor.

1. Have you had a mentee before? If so, what worked/didn't work?
2. Why did you volunteer to be a mentor?
3. What do you expect from me to help facilitate this mentorship?
4. How would you describe what drives/motivates you to succeed?
5. Describe one thing you consider a key to your success professionally?

TAG Sales Leadership Mentoring Program - **Expectations for Mentees**

<p>Meet with your mentor within a month of initial contact/introduction.</p>	<p>Of course, there may be circumstances where a face-to-face meeting is not possible. In those situations, a scheduled phone call or video conference would be the next best thing. Don't wait for your mentor to initiate contact-take the first step.</p>
<p>Confirm mutual fit, first with your mentee and then with Mentorship Program Leaders.</p>	<p>If it turns out that the mentor assigned to you is not a good match for whatever reason, please let the Mentorship Program contact (the Board Member communicating with you) know as soon as possible.</p>
<p>While commitments vary, plan on a minimum of 6 months for working with your mentor.</p>	<p>Plan to meet regularly and discuss your goals and action plans. Be respectful of your mentor's time. Come prepared to discuss what you said you would implement, or your mentor recommended you do. Plan for the questions you would like to ask your mentor or discuss to make good use of the time.</p>
<p>As the Mentee, you should take initiative to drive the meeting schedule, based on mutual availability.</p>	<p>To easily facilitate having the conversations necessary to develop their career and skills, work with them to put a regular meeting in place. Ensure calendar meetings are scheduled in order to make meeting a priority and stay on track.</p>
<p>Share feedback on your mentoring experience with a Program Leader.</p>	<p>What's working well? What could be better? How can the Board help improve the program experience for you as a mentee?</p>
<p>Let us know when you and your mentor decide to say "good-bye" to a formal experience.</p>	<p>Certainly, you may continue your relationship beyond the expected 6-month program relationship. We would like a check-in at 6 months so we can solicit survey feedback.</p>