

FOR MENTORS

**GETTING STARTED WITH CRASH
MENTORING: A GUIDE TO LEADING
IMPACTFUL MENTORING SESSIONS**

ok mentor.

Mentors

Congratulations on signing up to be a mentor with Ok Mentor's crash mentoring programme, hosted by Intros AI. You are joining a fabulous network of women who are excited about giving back to the next generation. Being a mentor can sometimes seem daunting and time-consuming, which is why we've put together the below guide to support you to maximise your impact throughout your sessions.

PRINCIPLES FOR BEING A GOOD MENTOR

- Stay focused and present. Do Not Disturb mode was made for times like these.
- Be on time and prepared. If your mentee has sent through any pre-materials, make sure you have read these before the session.
- Actively listen to your mentee in order to build your relationship
- Be generous with encouragement, but also honest feedback. Your job is to guide, but also to motivate and inspire.
- Be open and vulnerable. Be OK to share past failures, challenges and mistakes - all equally valuable for your mentee.
- Send over relevant articles or book recommendations, and consider buying resources for your mentee which have made a difference in your career.
- Appreciate that your mentee is on their own unique journey, no two paths to success will be the same.
- If your mentee is from an underrepresented group, consider how you might be able to bridge the gap of support they may have experienced up until this point. Make introductions and help them to enter the rooms they need to be in.

BEFORE YOUR SESSION

- Read through the pre-materials your mentee has sent over.
- Think about your strengths and what you'd most like your mentee to take away from the sessions. You might have the answers to questions they haven't thought of yet!



DURING YOUR SESSION

- Ask how they are, and be honest about how you are in return.
- Follow up on important points from previous sessions
- Reiterate which topics you'll be delving into this time around
- Outline the timing for the session - how will you divide the hour to cover everything?
- At the end of the session, discuss next steps and when the next session will be, encouraging your mentee to take the lead

GUIDING YOUR MENTEE

Letting the mentee share their experience, then asking questions and summarising what you've heard can be just as helpful as giving outright advice. Guiding your mentee as they problem solve themselves and make their own realisations can be a powerful learning experience.

- What have you tried so far? How did that go?
- What have you shared with your manager so far?
- What do you think would happen if you communicated that clearly?
- Are you frustrated because...?
- What does your manager/colleague value?
- What would you do differently if the same thing happened again tomorrow?
- What's stopping you from doing what you just outlined?
- Receive empathetically by paraphrasing/reflecting back the message your mentee has shared with you.
- Sounds like..... Am I hearing you right?
- Is there more you wanted to say?
- What else is on your mind?
- Give space for them to fully express themselves before suggesting solutions.
- Ask guiding questions more than you provide solutions. Listening & asking questions shows you empathise and makes them feel understood.

AFTER YOUR SESSION

If you have particular thoughts on what worked well during the session, or what you might additionally like to see, share these with your mentee!

YOUR FINAL SESSION

- In your final session be sure to take some time to reflect on the process, how you have worked together and any final takeaways.
- Share your experience with Ok Mentor - we are keen to hear your experience as a mentor and how you found crash mentoring! Email product@okmentor.me to let us know.
- If you enjoyed mentoring and would like to match with another mentee, keep an eye on your emails to opt in to the next round (you will notified each time, with matching happening every 3 months).

We hope you have a fulfilling mentoring experience, and a lot of fun!

