



Mystery Minds: Mentoring Guide

1. Five Mentoring steps



Once matched, **get in contact** with your mentoring partner.

Arrange a quick **“chemistry” meeting**.

Find out, if you like each other and if you can **work together**.

Refer to your invitation email for each others **goal and topic**.



“Chemistry” meeting

- What is the **goal** of the mentee?
- What **values** do you both share?
- What do you **expect** from the other one?
- How much **time** can you invest?
- What is **important** to you?



Set a time and date for your **second meeting**.

Decide on your own **frequency** of meetings.

Our suggestion:

- Every 2-3 weeks
- 45 – 60 min
- For 3 months
- Confidential
- Ask for feedback



Learn, share, teach and experience your mentoring journey.

Every pairing is different.

You get what you invest!

Always define a **goal for each session** at the beginning (SMART).



Reflect on your learning and shine!

Once you receive the **info for the next round** you can decide:

- **Quit or continue** with this pairing
- Start a **new mentoring**: same or different topic
- **Take a break**

2. What is mentoring?

Definition:

“A mentor is somebody who supports another individual to become what that person aspires to be.”
D. Clutterbuck



Role of the Mentee

- You set the goals.
- You choose the topics.
- Reflect on feedback – ask for clarification.
- It’s your responsibility to initiate the meetings and implement what you have learned.

Role of the Mentor

- You are the source of information.
- You advise, encourage and give feedback.
- You can be a sparring-partner, consultant and/or door opener.

3. Prepare your meetings

“Chemistry”

It’s your choice. You can always decide, if you like to continue your working relationship!

Learn about your own (and your partner’s) goal.

Value the commonalities, cherish the differences.

Build a personal connection to your mentor/mentee (the soft stuff matters).

G.R.O.W. with each session:

G: What is the **GOAL** for this session / and overall?

R: What is your current **REALITY** (status)?

O: List all **OPTIONS** / possibilities that you have to reach your goal.

W: **WHAT** precisely will you do next?

WHEN will you do it?

How **WILL** you control the progress?

4. Tipps & Tricks

Active Listening

What is the question? No, really – what is the question about? What is the idea behind the it? What is the question behind the question?

“Let me summarize what I just understood...”

Ask Open Questions

“You want to go left, right?!”, or “Is this what you will do next?” – of course **NOT!**

Better:

“What can help you...?”, “What do you think...?”, “How might this affect...?”, etc.

3-step Feedback

1. What did I hear / see / experience...
2. What did this “do” to me? How did it make me feel?
3. What is my wish (for you)? What could you improve?

5. In case of questions

Mystery Minds

Do you have any questions? Would you like to learn about your own company-specific mentoring system?

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