

# Victoria's 2019 Women In Transport (WiT) Mentoring Program

## Month 2

- Setting and progressing direction
- Purposeful questioning

## Setting and progressing the direction

Now that mentees know what makes a goal a 'S.M.A.R.T goal' and have begun setting them, this month is all about aligning them to the mentees broader objectives, what they want to achieve and discussing their current challenges. Importantly, this month is also about considering and discussing how the mentor might help guide the mentee towards those goals and through those challenges.

### Identifying and conceptualising goals

#### **MENTEE**

Early meetings should be about defining and setting out your key goals in more detail. Identify what the goal is, how you are going to achieve it, and your timeframe for achieving it. You are encouraged to take notes or even draw pictures to help make your goals more tangible. For example, for each goal you could create a plan with a description, action / activities, 'by when' date and measure of success.

#### **MENTOR**

Guide your mentee in defining and setting their goals by asking lots of questions. What are their key strengths and areas for development? What are their career aspirations? It is important to keep mentoring discussions focused on career objectives or work-related issues that will assist them in their professional development.

### Agree on the action plan

Ensure there is mutual agreement; that both of you are on the same page in progressing mentoring goals. If the mentee creates a plan for their goals, a copy should be shared with the mentor.

### Be accountable

At each meeting, try to set some key actions that should be completed by your next meeting. If you like, keep a record of your discussions. This could include:

- key discussion points
- reflections, insights and learnings
- actions arising from the meeting
- focus for next meeting

### Build capacity, encourage and inspire

#### **MENTEE**

Listen to your mentor and learn from their stories and experiences. Apply some of these learnings back in your workplace and try different things. Ask lots of questions and always come prepared to mentoring meetings.

#### **MENTOR**

Talk to your mentee about the people, events, and work experiences that inspired and motivated you over the years. Describe some of the successes, mistakes and lessons learned that you or others you know encountered on the path to achieving goals. Be open about sharing your knowledge and experiences and giving advice.

## Discuss progress

### MENTEE

Speak about any challenges or obstacles you have or are experiencing. Be open and honest about your experiences so that your mentor can give you the best advice and guidance to help through your challenges.

### MENTOR

How is your mentee going? Are they facing challenges? Are you communicating often enough? Offer advice.

## Purposeful questioning

Purposeful questions facilitate and stimulate impactful conversations. A purposeful question is:

- thought provoking and generates new thinking
- enables deeper reflection
- allows you to get more detailed and richer information
- extremely powerful and facilitates personal and professional growth

These questions may be useful for mentors to ask during meetings, and for mentees to think about:

### Setting and progressing the direction

- What are your career goals?
- What are the steps you need to take to achieve your goals? What do you need to do first?
- What can you do to create some 'quick wins' or early successes along the way?
- What results or outcomes would you like to achieve that you feel you are not achieving now?
- What *three* things can you do to give yourself the greatest chance of success?

### Encouraging and building capability

- What do you want or need from me to ensure this meeting is an impactful one for you?
- You have grown so much since we had our first meeting. I've been impressed with your commitment and enthusiasm. How do you feel?
- An experience I would like to share with you that really guided me through a challenging situation is...
- How can I better stretch your learning and capacity?
- Give me some examples of what this might look like for you?
- Is there anyone specifically in the organisation you'd like me to connect you with to broaden your opportunities and give you more exposure?

### Evaluating or redefining the mentoring relationship or goals

- What, if anything, is concerning or frustrating you? How can we address them together?
- What would you like to happen that is currently not happening now?
- What is working for you? What is not working for you?
- Why are these goals no longer relevant for you? What has changed?
- What part of our mentoring relationship needs to change? How will the relationship be different this time? What does it look like for you?

#### Event #2

**Tuesday 30 April, 8.30am – 11am**

Citadines on Bourke: Level 1, 131-135 Bourke St, Melbourne

- key-note speaker Dr Gillian Sparkes, Commissioner for Environmental Sustainability
- using the 70:20:10 model of development as part of the mentoring relationship
- practice 'reverse mentoring'

**Registration details to come.**

#### TIP!

*Schedule your monthly mentoring meetings in your diaries now! We all get busy and before we know it six months passes by. Send an event message in [Mentorloop](#) and the meeting can go straight into your Outlook or iCalendar.*