



# MENTORING PROGRAM

[WWW.WLA.ORG/MENTORING](http://WWW.WLA.ORG/MENTORING) | [INFO@WLA.ORG](mailto:INFO@WLA.ORG)



# Mentor Orientation

Updated April 2021



# Program Summary

WLA's mentoring program is designed to create professional relationships among WLA members, strengthening the profession within Washington.

Mentees will be paired with experienced mentors. Both will learn from each other over the course of a 6 month partnership.

# Program Outline

- Mentees will be paired with mentors via email.
- Both will complete self-paced orientation (this presentation).
- Mentees will take the lead on planning meetings with mentors.
- Pairs will meet regularly for six months.
- Both will complete an evaluation form at the end of that time.
- The relationship can continue as desired from there, outside the program.



# Your mentee plans the meetings.

Your mentee should reach out shortly to coordinate with you to find the type, frequency, and duration of your meetings over the next 6 months. Will you meet via Zoom or on the phone? Once a week or once a month? Will the meetings be 1 hour long or 2? Think about what you can commit to now so that you can help coordinate that.

Your mentee will then come prepared with questions and goals. Just make sure you show up, prepared with any information your mentee may have asked you about ahead of time.



# GROW Model

FYI- your mentee has been given the GROW Model to help guide the meetings.

- **Goal:** What would you like to talk about? Achieve? Resolve? Solve?
- **Reality:** What is happening now? What have you tried so far?
- **Options:** What might you do? What else?
- **What's Next:** Of these options, what is your most powerful next step?

# Tips for being a good mentor.

Before that first meeting, also consider some of these tips for being a good mentor.





## **Share your story.**

Tell your mentee your background. Share about your career and any personal details you are willing to share for context. While your mentee doesn't need to know every single thing about you, it's helpful to both of you if you use the first session to get to know each other.





## **What skills can you gain from your mentee?**

Also known as “reverse mentoring.” Make sure you listen and learn from your mentee as well. They may have a different life experience or fresh perspective that could help you with your career. Try explaining one of your current projects to them to get their take on it.



## **Answer directly.**

Try not to stray too far from what your mentee is asking. Let them steer their own development and try not to give unsolicited advice. Especially do not give unsolicited personal advice. Use your best judgement and consider that your mentee may have had different life situations than you have.



# Take Notes.

If it helps you to remember key points from the meetings, take notes. Also consider asking that the mentee take notes for the meeting and put them online so that you can both reference them.





## **Respect your mentee's boundaries.**

Assume your mentee is just as busy as you are. Respect the time boundaries of the session and end at the agreed time. Also, refrain from using your mentee as free labor. While we hope the relationship is mutually beneficial, don't ask your mentee to complete work that should be paid library work.



## **Follow up on agreements.**

If you've committed to take a step as a result of the mentoring session, make sure you do so. It is discouraging for the mentee if you have made commitments that you don't act upon.

# Mentorship Agreement

Now that you have some idea of what to expect for this mentorship, please review the membership agreement. This form was attached to the orientation email we sent you.

On your first meeting, you and your mentee can fill in this form to help guide you. This form is for your own use and does not need to be sent to the WLA Professional Committee.

# Check in with us!

Lastly, we want to know how your mentorship is going. Once a month we will send an email reminder to your mentee to ask them to check in with us.

If, for whatever reason, you want to follow up with us as well, feel free.

# Good luck!

Expect an email from your mentee soon to set up your first meeting.

For questions, reach out to [info@wla.org](mailto:info@wla.org).



The image features a central graphic consisting of several concentric circles. The innermost circle is black, and it is surrounded by four layers of red circles that gradually fade to a darker red towards the outer edge. Overlaid on this pattern is the text "The End" in a white, cursive, hand-drawn style font. The text is positioned horizontally across the center of the graphic, with the word "The" on the left and "End" on the right. The overall aesthetic is reminiscent of classic animation end screens.

*The End*