**** Guide for Initial Mentoring Conversation

**Who are we?**

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| **Conversation Agenda** | **Strategies for Conversation** | **Possible Questions** |
| 1. Take time to get to know each other and each partner’s professional history
 | Share the highs and lows of teaching last year. Search for commonalities and differences in your teaching paths.  | *Tell me about your teaching history –where and what have you taught prior to this year?**What motivated you to become a teacher?* *What are you most passionate about as an educator?*  |
| 1. Share mentoring stories and perceptions
 | Share your previous mentoring experiences with your mentoring partner. Discuss perceptions of mentoring in a school context. | *What did you like about your mentoring experiences? What did you learn from those experiences? What would you like to carry forward into this relationship?* *What might be some of the pitfalls of mentoring we would want to avoid?* |
| 1. Discuss learning interests and focus
 | Discuss your mentee’s career vision and hopes. Articulate broad learning goals and the reasons they are important. | *Tell me what encouraged you to apply as a mentee to this program.**What do you hope to accomplish this year?* *What are you most concerned about?*  |
| 1. Determine mentoring relationship needs, expectations, and assumptions
 | Ask your mentoring partner what he or she wants, needs, and expects out of the relationship.  | *What are your expectations for me as your mentor?* *In what ways do you hope I can directly support you this year?**What would ‘success’ look like for our mentor/mentee relationship?**Is there anything that makes you uncomfortable about establishing this mentoring partnership?**How do we see the roles and responsibilities for each of us in this relationship?* |
| 1. Discuss personal and learning styles
 | Talk about your learning styles and preferences and how these affect the way you work. You may have data from some learning style inventory instruments such as Myers-Briggs, Multiple Intelligences, etc. | *How would you describe your learning style?**How might we best build on our learning styles as we work together?*  |

**Guide for Initial Mentoring Conversation (cont’d)**

**How are we going to learn and work together?**

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| **Conversation Agenda** | **Purpose for Conversation** | **Possible Questions** |
| Plan logistics of meeting arrangements (e.g., when to meet, best places, electronic communication guidelines, documenting meetings, etc.) | It is important that the partnership have flexibility to fit within your busy lives, and also that there be a way to create continuity between meetings. Establishing the logistics of when and where to meet, and how to maintain communication and continuity will lead to a more successful and committed relationship. | * *What are some ways we can best maintain communication? How often do we want to connect with each other?*
* *What electronic communication will work best for us?*
* *Where is the best place for us to meet and plan together?*
* *What are the best times to meet?*
* *How can we document our activity and goals?*
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| Discuss confidentiality | Finding agreement between you and your mentee regarding what confidentiality looks like in your partnership is critical. Trust can easily be undone if confidentiality is breached.  | * *What does confidentiality mean for each of us?*
* *What are we comfortable sharing about our work with others (colleagues and administrators)?*
* *What are we not comfortable sharing with others (colleagues and administrators)?*
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| Create and discuss ground rules | Establishing norms and guidelines to manage mutual expectations will minimize the likelihood of issues arising. It also provides a means of giving ongoing feedback to one another about how things are going in the mentoring partnership.  | * *What are our expectations for meeting together?*
* *Is it okay to drop in on each other?*
* *Are there times we want to reserve as personal time?*
* *How shall we deal with cancellations of planned meeting time?*
* *What process can we have in place if we come across stumbling blocks that interfere with our partnership (e.g., feeling overwhelmed by the commitments made)?*
* *How might we revisit these guidelines periodically?*
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| Discuss hot buttons | Being aware of one another’s hot button issues early in the relationship helps to avoid pushing them.  | * *What are the things that personally irk you? (Examples: answering your cell during our meeting time, being late, multitasking, not following through with a commitment, etc.)*
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