

MENTORING: GETTING STARTED

Once mentor and mentee have been matched successfully, this document is meant to provide a loose structure for their first meeting and can serve as a mentorship agreement for 3-6 months or another time frame of their choosing. It is meant to support you, feel free to add your own flavours and/or shorten it to your needs.

SPEED DATING

Take time to get to know each other with the help of your “curiosity muscle”. For a set amount of time e.g. 5-15 minutes ask each other questions. Any question goes, but the other person always has a choice to answer or not. Keep answers short, relevant and succinct.

Example questions: Who has been a great mentor to you and why? How do you like to learn? What do you love doing in your spare time? Biggest fear? Now yours...

Alternatively or additionally: make time for an hour or two chatting away in a cafe or bar.

MAKING WORKING TOGETHER WORK

1) What gear do you want this Toastmasters learning experience to be in?

- relaxed: a speech or other project every 3-4 months
- engaged: a speech or other project every 2-3 months
- intense: a speech or other project every month
- other: _____

2) Thinking of life and work so far, what are your ways of working - your working style?

E.g. project preparation last minute or well in advance, etc. Both should reflect upon this question and share. Feel free to capture essentials below.

3) Based on the answers to the questions above, what do you need from each other?

Create a few agreements to make things work smoothly. For example, agree on how long in advance the mentor needs to receive a prepared speech in order to review it and to give constructive feedback ahead of the delivery day. Agree in what format projects can be submitted (text, audio or video recording) and via which means of communication. Will you meet/talk on a regular basis or project based? And whatever else you think is important!

still 3): Capture your agreements:

4) How do you, mentee, best receive and integrate feedback?

GOALS AND INTENTIONS

Gather a number of goals and intentions the mentee has for their learning experience at Hamburg International Speakers (Goals are a destination or specific achievement. Intentions are lived each day, independent of achieving the goal or destination). Brainstorm in the categories speechcraft and leadership application:

SPEECHCRAFT	LEADERSHIP

Then break it down to three measurable, succinct and exciting goals for the next 3 - 6 months.

1. _____
2. _____
3. _____

RESOURCES

Gather and share resources that will support the above goals. At this point have a short or as long as needed check-in on EasySpeak and Pathways, too.