

Angels Mentorship

Meeting guidance for Mentors



It can sometimes be difficult for mentors and mentees to get a conversation started or keep it going. That's why we provide this simple guide that can help you, as a mentor, to initiate and drive the discussion.

Introduction Meeting

During this initial phase, mentors and mentees should establish a personal rapport and set the ground Rules.

Ideally the first contact should be a face-to-face informal meeting; if this is not possible, run the meeting virtually. You, as a mentor, have responsibility to establish **Ground Rules** and initiate and schedule the activities.

The following should be discussed and agreed when establishing the ground rules for the program:

- **Mentoring sessions**, how often and for how long?
- **Locations**, where or how to meet? (e.g., phone, video chat, face-to-face)
- Preferred **methods** to contact each other.
- Best ways to communicate.

In order to start building a personal connection, please find below some possible questions to ask:

- Tell me about yourself? Your interests?
- What motivates you? What are you passionate about?
- What do you most value in working with colleagues?
- What are your talents/strengths?
- What do you like the most so far about Angels?
- How do you manage the balance between work and non-work?

Take also into account that everyone in the team had received their Insight profile. This is a great tool, not only to use for increasing our self-awareness, but can be shared with friends and colleagues to gage constructive feedback. If you feel like, please speak with your peer about his/her own profile: this will help you two to create a stronger bond and connection.



Shadowing

During the **shadowing** activity, take the opportunity to get to know your mentee more and to let him/her understand the daily life of an Angels consultant. Who better than you can do it? Go for dinner together, go for a walk, ask each other about your personal lives and interests. Take out most of this time together.

As a mentor, one of the most important tasks you have, is to train your mentee about the Angels Culture. Showing him/her what this is about and **living** the **values, mission and vision of Angels**.

WE START WITH *why*

WE DO WHATEVER IT TAKES *to give life a chance*

Take opportunity to **share** what motivates you and what you are passionate about Angels.

Mentoring sessions

During the mentoring sessions, keep the conversation **informal** and try to focus the attention on him/her. Use the 70/20/10 rule (*70% listen, be present, 20% ask powerful questions and 10% recap and acknowledge what said*). Be clear on the **following meetings**: WHEN, HOW and WHAT to expect?

Below you can find some questions to help you to drive the discussion:

- What are you most proud of having achieved so far?
- Now that you have a better overview of the Angels initiative, which is the activity that you like the most? Why?
- And which is the one that you like the least? Why? Shall we try to do it in one of your hospitals?
- Please share with me the most successful day you had as an Angels consultant: what did you do and how did you feel.
- What do you think have been your biggest mistakes and what did you learn from them? (TIP: always drive the discussion from the “positive angle”)
- Where do you need my help the most?
- What would you like to learn in order to increase your capabilities and contribution?
- To what extent do you believe the work you do is important and valuable?
- What do you believe are the top two or three skills you need to learn to grow in the role of an Angels consultant?

Mentoring conversation follow-up after shadowing

- What did you like about the activity you saw during the shadowing?
- How do you see yourself running this activity?

Mentoring Feedback session

Feedback is a two-way street. Mentees should be open to receiving feedback on their growth, and mentors appreciate constructive feedback on their guidance and support. This exchange can lead to insights and learning opportunities for both parties. Please refer to Useful Material section to find interesting trainings and readings.

Mentoring Final and Evaluation meeting

A meaningful conclusion to a mentorship program is not merely a formality; it's a cornerstone for future professional growth and relationship building. This closure provides both Mentor and Mentee with a moment to reflect on the journey, acknowledge the progress made, and set a foundation for ongoing professional support and guidance. Properly concluding a mentorship ensures that the relationship transitions from a structured program to a more flexible, yet equally valuable, connection.

This transition is vital for several reasons. Firstly, it offers closure and recognition for the achievements and progress made during the mentorship. Secondly, it allows both parties to discuss and outline how they envision their relationship moving forward, setting clear expectations and boundaries. Lastly, a well-concluded mentorship can open doors to future opportunities, as mentors often continue to serve as advisors, references, or connectors in the professional world of their Mentees.

During this meeting you can plan to involve the Team Leader (both of Mentor and Mentee, or only of Mentee) considering that is a crucial moment for discussing the evaluation of the whole mentorship experience. Evaluating your journey with honesty and openness paves the way for continued professional growth. It allows both mentor and mentee to understand their pathway, celebrate their successes, and learn from their challenges, making the experience a valuable step in their paths.

Therefore, concluding a mentorship program involves more than just a simple goodbye. It's a process that, when done correctly, can enhance the mentorship experience and set the stage for future interactions. Here are essential steps to consider:

1. Scheduling the Final Meeting

This meeting is a pivotal moment to discuss the mentorship journey. It's an opportunity to reflect on the goals set at the beginning, evaluate what has been achieved, and discuss what could have been done differently. Preparation is key. Please, consider allocating the proper amount of time for this meeting.

2. Assessing Goals

Review the goals set at the beginning of the mentorship. Which goals were achieved, and which were not? Understanding why some goals were not met can provide valuable insights for both mentor and mentee, revealing potential areas for further development or adjustment in approach.

Both mentor and mentee should take time to reflect on the personal and professional growth experienced during the program. This includes not only the achievement of specific goals but also the development of soft skills like communication, leadership, and problem-solving abilities.

3. Providing Feedback

Feedback is a two-way street. Mentees should be open to receiving feedback on their growth and areas for improvement. Similarly, mentors appreciate constructive feedback on their guidance and support. This exchange can lead to insights and learning opportunities for both parties.

4. Discussing the Future

The final meeting should also include a conversation about the future of the relationship. This could involve setting up periodic check-ins, agreeing on a less formal interaction model, or even discussing other forms of continuing the relationship, such as collaboration on projects or networking opportunities.

Implementing these steps ensures a meaningful conclusion to the mentorship and lays the groundwork for a continued professional relationship.

Get ready for your Mentoring session

THOUGHTS BEFORE MEETING

What objectives do you want to accomplish in this meeting

REFLECTION/ACTION PLAN AFTER MEETING

What are your take-aways? What do you want to accomplish between now and your next meeting?