 Mentor Support Tools – *Developing the Relationship*

Relationships take time and effort. An effective mentor takes the time to really get to know the mentee and as a result the mentee can learn more about themselves in the process. A mentor’s responsiveness to a mentee’s needs, goals, feelings, communication style, etc. can add to the strength of the relationship. What do you need to know about your mentee to form a strong relationship?

**Section 1: Strengths & Interests**

* What are the mentee’s strengths?
* What are they passionate about?
* What kind of tasks or projects energize you the most?
* When have you felt most proud of your work?
* Which of your strengths do others often recognize in you?
* What values are most important to you in your work and life?
* What type of environment helps you thrive?

**Section 2: Learning Goals**

* What new skills or knowledge do they want to build?
* What experiences would help them grow?
* What challenges are you currently facing that you’d like to overcome?
* What areas of growth have you been avoiding, and why?
* How do you prefer to learn—through reading, doing, observing, etc.?
* Who do you admire professionally, and what skills or qualities of theirs would you like to develop?
* What short-term goals can we set that align with your bigger picture?

**Section 3: Actions & Supports**

* What activities will you try together? (e.g., job shadowing, resume review)
* What internal resources or learning tools can help?
* What’s one small experiment or low risk step we can take together this month?
* Who else in your network or organization could support your learning?
* What has helped you succeed in similar situations before?
* How do you want to be held accountable?
* What obstacles might get in the way, and how can we plan around them?

**Section 4: Milestones & Reflections**

* When will you check in on progress?
* How will you reflect on what's been learned and achieved?
* How will we know if you're making meaningful progress?
* What’s one reflection question you’d like me to ask you regularly?
* What feedback would be most helpful to you, and how do you prefer to receive it?
* What has surprised you the most in this journey so far?
* How do you celebrate personal or professional growth?

**Section 5: Next Steps**

* What will success look like at the end of the mentorship?
* How might the mentee continue growing beyond this experience?
* What would a fulfilling outcome from this mentorship look like to you?
* Which of the skills you've gained do you want to apply immediately?
* What ongoing support or structure will help you stay on track after our mentorship ends?
* What goals or opportunities do you want to explore next?
* How can you pay it forward or support others with what you’ve learned?