

The
**Mentor
Manager**
[Cheat Sheet] with Mitch Matthews

“Micro-Mentoring:”

Looking for day-to-day opportunities to mentor

- Start with questions instead of suggestions
- Ask follow up questions to gain clarity
- Look for opportunities to encourage initiative, ownership & engagement

Suggested Structure:

- Unplanned conversations and/or convos lasting 10 minutes or less

Sample Micro-Mentoring Q's:

- Describe** how this played out.
- Describe** what seemed to work. **Describe** what seemed to break down.
- What would you tell Steve to do if he was in this situation?
- What advice would you give an intern if they were trying to solve this?
- What **might** be a good next step in this situation?
- What **might** be a solution here?

NOTES:

“Project-Based Mentoring:”

Use “C.E.O.” to help you to look for specific people and specific projects that would lend themselves to this approach.

Project-Based opportunities to mentor:

- Situation in which a team member could take more of a leadership role
- Inform the individual that you’re going to intentionally take a different approach to this project (or “season” of the project)

Suggested Structure:

- Establish set times to follow up and check in
(ex: 30 minute session/week)
- The set time has built in accountability & opportunity for follow through
- This can relay an investment in the individual & a belief in their abilities

Project-Based Mentoring Q’s:

- What** is something that we could do to improve this process?
- Why** might that work? **Why** might that be important to achieve?
- Describe** your thought process as you worked through that problem.
- Describe** what your next steps might be.
- What advice would you give an intern if they were trying to solve this?
- Can you think of a time when you faced something similar? [After listening]
- How might you apply what you learned there to this situation?

NOTES:

“Peer-to-Peer Mentoring:”

Look for peers to mentor and/or to be mentored by.
Work together for encouragement, insight and accountability.

Peer-to-Peer Based opportunities to mentor:

- Situation in which a peer might help in a specific situation or in a specific “season” of your career or vice versa
- Either set meetings for continued support and accountability or agree to a more “organic” approach

Suggested Structure:

- Establish set times to follow up and check in
(ex: 60 min session every 2 weeks)
- The set time has built in accountability & opportunity for follow through

Peer-to-Peer Mentoring:

- What is something (personally/professionally) you might want to focus on over the next 3 months? [After listening] Why might that be important for you to focus on?
- In X situation, **describe** what you think went well.
- In X situation, **describe** what you would want to try to do differently next time.
- Describe a time when you felt _____ before.
- [After listening] What was something you did to deal with it?
- [After listening] What part of that solution could you apply here?
- [After listening] What might you need to adapt?

Mitch Matthews is an international keynote speaker, success coach and best-selling author. He works with organizations like NASA, Disney, Principal Financial Group and Booking.com. He helps them to innovate, engage & deliver at new levels. Mitch is also an expert on work-place mentoring.

His “DREAM. THINK. DO.” Podcast is at the top of the iTunes charts. We invite you to check it out!

Connect with Mitch and his team at ContactUs@MitchMatthews.com or call 800.491.5316.